

Unit Change Notification

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of an important change regarding your unit assignment.

Effective [Effective Date], your unit will be changed from [Old Unit Name] to [New Unit Name]. This decision has been made to better align our resources and enhance our operational efficiency.

Please note that this change will not affect your current role or responsibilities. All relevant details regarding this transition will be provided to you in due course. We are committed to making this process as smooth as possible for you.

If you have any questions or concerns regarding this change, please do not hesitate to reach out to [Your Contact Information].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]