

Staff Reassignment Notification

Date: [Insert Date]

Dear [Employee Name],

We hope this message finds you well. We are writing to inform you of a staff reassignment that will take effect on [Effective Date].

As part of our ongoing efforts to enhance our team dynamics and operational efficiency, we have decided to reassign your position from [Current Position/Department] to [New Position/Department].

Your new responsibilities will include:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

We believe that this new role will provide you with new opportunities for growth and development within the company. You will be receiving further details regarding your transition and any necessary training.

If you have any questions or concerns regarding this change, please do not hesitate to reach out to your manager or the HR department.

Thank you for your understanding and continued dedication to [Company Name].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]