

Department Change Notification

Date: [Insert Date]

Dear [Employee's Name],

We are writing to inform you of an upcoming change in your departmental assignment. Effective [Insert Effective Date], you will be transferring from the [Current Department Name] to the [New Department Name].

This decision has been made to better align your skills and expertise with our organizational goals. We believe that this transition will offer you new opportunities for growth and professional development.

We appreciate your understanding and cooperation during this change. Your immediate supervisor, [Supervisor's Name], will be reaching out to discuss your new role and responsibilities in detail.

If you have any questions or need further clarification, please feel free to contact [HR Representative's Name] at [HR Contact Information].

Thank you for your continued dedication and contributions to our team.

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]