

Job Function Reassignment Notification

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Job Function Reassignment

Dear [Employee's Name],

We would like to inform you that effective [Effective Date], your job function will be reassigned to [New Job Title/Department]. This change is part of our ongoing effort to [Brief Reason for Reassignment].

Your new responsibilities will include:

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

We believe that this reassignment will provide you with new challenges and opportunities for professional growth. Please feel free to reach out to [Supervisor/Manager Name] if you have any questions or need further clarification on your new role.

Thank you for your continued dedication and hard work.

Sincerely,

[Your Name]

[Your Title]

[Company Name]