

# Staff Role Realignment Notification

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Staff Role Realignment

Dear [Employee's Name],

We hope this message finds you well. After careful consideration and in alignment with our organizational goals, we are implementing a realignment of roles within the team.

Effective [Insert Effective Date], your new role will be [Insert New Role Title], with the following responsibilities:

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

Your transition into this role reflects our commitment to harnessing your skills and strengths in areas that will be crucial for our future success.

We understand that changes can come with challenges, and we are here to support you through this transition. Please feel free to reach out with any questions or concerns you may have.

Thank you for your continued dedication and hard work.

Sincerely,

[Manager's Name]

[Manager's Title]