

Position Change Notification

Dear [Employee Name],

We are writing to inform you about a change in your position within [Company Name]. Effective [Effective Date], you will be transitioning from your current role of [Current Position] to [New Position].

This change is a result of [brief reason for the change, e.g., restructuring, performance, etc.]. In your new role, you will be responsible for [brief description of new responsibilities].

We believe that this change will allow you to further develop your skills and contribute to the company in a more impactful way. Your new supervisor will be [Supervisor's Name], who will be in touch with you shortly to discuss your new responsibilities and expectations.

If you have any questions or concerns regarding this transition, please do not hesitate to reach out to [Contact Person/HR].

Thank you for your continued dedication and hard work. We look forward to seeing you thrive in your new position.

Best regards,

[Your Name]

[Your Position]

[Company Name]