

# Role Reassignment Notification

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

Dear [Employee's Name],

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

This decision was made after careful consideration of your skills, experience, and the needs of our organization. We believe that this new role will provide you with an excellent opportunity to further develop your career and contribute to [Company Name]'s success.

Your new responsibilities will include:

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

Your compensation and benefits will be adjusted accordingly, effective [Adjustment Date]. You will receive further details regarding your new salary and benefits shortly.

Please feel free to reach out to [Supervisor's Name] or [HR Contact Name] at [Contact Information] if you have any questions or need clarification regarding your new role.

We appreciate your hard work and dedication, and we are excited to see you thrive in your new position.

Sincerely,

[Your Name]

[Your Title]

[Company Name]