

Employee Reassignment Notification

Date: [Insert Date]

To: [Employee Name]

From: [Supervisor/Manager Name]

Subject: Employee Reassignment and Transition

Dear [Employee Name],

We would like to inform you that effective [Effective Date], you will be reassigned to the position of [New Position Title] within [Department/Team Name]. This decision is made to align your skills and capabilities with the needs of our organization.

Your primary responsibilities in this new role will include:

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

We believe that this transition will be beneficial for both you and the organization, as it offers a great opportunity for professional growth.

Please note that your compensation and benefits will remain the same during this transition period. If you have any questions or need further clarification, do not hesitate to reach out to me directly.

We appreciate your cooperation and commitment during this transition.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]