

Staff Position Realignment Notice

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

Subject: Position Realignment Notification

Dear [Employee Name],

We hope this message finds you well. We are writing to inform you of a realignment of your current position within [Company Name]. This change is part of our ongoing efforts to enhance our organizational structure and optimize team performance.

Effective [Effective Date], your new title will be [New Position Title], and you will report to [New Supervisor's Name]. Your responsibilities will include [Briefly outline new responsibilities or duties].

We believe that this realignment will better align your skills and strengths with the goals of our team, and we are confident that you will thrive in this new role.

If you have any questions about this change, please feel free to reach out to me directly.

Thank you for your continued dedication and hard work.

Sincerely,

[Manager Name]

[Manager Title]

[Company Name]