

Workforce Role Adjustment Announcement

Date: [Insert Date]

Dear [Employee Name],

We are writing to inform you about an important adjustment to your role within [Company Name]. After careful consideration, we have decided to [describe the adjustment, e.g., 'reassign you to a new position', 'alter your current responsibilities', etc.]. This change will take effect on [effective date].

Your new role will involve [briefly outline new responsibilities or position]. We believe that this adjustment will provide you with new opportunities for growth and will allow us to better meet the needs of our organization.

If you have any questions or concerns regarding this change, please do not hesitate to reach out to your manager or the HR department. We are here to support you during this transition.

Thank you for your understanding and continued dedication to [Company Name]. We look forward to your contributions in your new role.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]