

Position Reassignment Notice

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Position Reassignment

Dear [Employee's Name],

We are writing to inform you of a reassignment regarding your current position within [Company Name]. Effective [Effective Date], you will be transitioning from your role as [Current Position] to [New Position]. This decision has been made to align your skills with the current needs of the organization.

Your new responsibilities will include [briefly outline new responsibilities or expectations]. We believe that this change will provide you with new opportunities for growth and development.

If you have any questions or concerns regarding this reassignment, please feel free to reach out to me directly.

We appreciate your understanding and continued commitment to [Company Name].

Sincerely,

[Manager's Name]

[Manager's Title]

[Company Name]