

# Leadership Role Reassignment

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Reassignment to New Leadership Role

Dear [Employee's Name],

I am writing to inform you about an important change regarding your leadership role within our organization. After careful consideration and evaluation of our current needs, I am pleased to announce that you have been reassigned to the position of [New Position Title], effective [Start Date].

In this new role, you will be responsible for [Brief Description of New Responsibilities]. We believe that your skills and experience will greatly contribute to the success of our team and help drive our strategic initiatives forward.

Please feel free to reach out to me if you have any questions or would like to discuss this reassignment further.

Congratulations on your new role, and we look forward to your continued contributions!

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]