

Staffing Strategy Adjustment Notification

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Adjustment to Staffing Strategy

Dear [Employee's Name],

As part of our ongoing efforts to align our staffing strategy with the evolving needs of our organization, we are implementing some adjustments that will affect your role. These changes are designed to optimize our team's performance and enhance our operational efficiency.

Beginning [Effective Date], your new responsibilities will include:

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

We believe these changes will not only help us achieve our strategic goals but will also provide you with valuable opportunities for professional growth and development.

If you have any questions or would like to discuss this further, please feel free to reach out to me directly.

Thank you for your understanding and continued commitment to our team.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]