

Sales Area Assignment

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, ZIP Code]

Dear [Employee Name],

We are pleased to inform you that you have been assigned to a new sales area as part of our ongoing commitment to maximize sales effectiveness and client satisfaction. Effective [Start Date], your new sales area will be:

[Sales Area Name]

Please familiarize yourself with the specifics of this area, including key accounts, potential leads, and market trends. We believe this change will not only enhance your sales performance but also contribute to the overall success of our team.

Should you have any questions or require further information, please do not hesitate to reach out to your manager.

Congratulations on your new assignment!

Best regards,

[Your Name]

[Your Title]

[Company Name]