

Sales Region Assignment Notification

Dear [Employee Name],

We are pleased to inform you that you have been assigned to the sales region of [Region Name], effective [Start Date]. This change reflects our confidence in your abilities and potential to contribute to our growth in this area.

Your key responsibilities will include:

- Developing sales strategies for the [Region Name].
- Building and maintaining customer relationships.
- Meeting sales targets and providing regular updates.

Please acknowledge receipt of this notification and feel free to reach out if you have any questions regarding this assignment.

Best regards,
[Your Name]
[Your Title]
[Company Name]