

# Sales Territory Reassignment Notification

Dear [Employee's Name],

We hope this message finds you well. We want to inform you of an important change regarding your sales territory.

Effective [Effective Date], your sales territory will be reassigned from [Current Territory] to [New Territory]. This decision was made in light of our goal to optimize sales operations and enhance our service delivery to clients.

We value your contributions to our team and believe that this new territory will provide you with excellent opportunities for growth and success. Your new responsibilities will include [Brief Description of New Duties].

Please feel free to reach out to your manager or HR if you have any questions or need further clarification regarding this change.

Thank you for your continued hard work and dedication.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]