

# Notification of Branch Reassignment

Date: [Insert Date]

To: [Employee Name]

From: [Your Name]

Subject: Branch Reassignment Notification

Dear [Employee Name],

We are writing to inform you that effective [Effective Date], you will be reassigned to the [New Branch Name]. This decision has been made to better align our resources and talent with the needs of our organization.

Your skills and experience are highly valued, and we believe that this new assignment will provide you with opportunities for professional growth and development.

Please feel free to reach out if you have any questions or require further information regarding the transition.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]