

Letter of Appreciation for Job Reassignment

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my heartfelt appreciation for the opportunity to be reassigned to [New Position/Department] within our organization. I am truly grateful for your support and trust in my capabilities.

This reevaluation of my role reflects not only your faith in my skills but also your commitment to fostering growth and development within our team. I am excited about the challenges and opportunities this new position presents and I assure you of my utmost dedication to excel in this role.

Thank you once again for this opportunity. I look forward to contributing to [Company Name]'s success in my new capacity.

Sincerely,

[Your Name]