

Temporary Employee Role Realignment Notification

Date: [Insert Date]

To: [Employee Name]

From: [Manager/Supervisor Name]

Subject: Temporary Role Realignment Notification

Dear [Employee Name],

We would like to inform you that due to [reason for realignment, e.g., project needs, organizational changes], we are temporarily realigning your role from [current position] to [new position].

This change will take effect on [start date of new role] and will remain in place until [end date or until further notice]. During this period, your responsibilities will include [brief description of new responsibilities].

We appreciate your flexibility and commitment during this transition. If you have any questions or concerns regarding your new role or responsibilities, please feel free to reach out to me directly.

Thank you for your understanding.

Sincerely,

[Manager/Supervisor Name]

[Title]

[Company Name]