

Notification of Staffing Adjustments

Date: [Insert Date]

Dear [Employee's Name],

We are writing to inform you of upcoming staffing adjustments within [Department/Team Name] that will take effect on [Effective Date]. This decision has been made in response to [brief reason for adjustments, e.g., organizational changes, budget considerations, etc.].

The adjustments will include:

- [Adjustment 1: Description]
- [Adjustment 2: Description]
- [Adjustment 3: Description]

We understand that change can be challenging, and we are committed to supporting you throughout this transition. Please feel free to reach out to your supervisor or the HR department should you have any questions or concerns.

Thank you for your continued hard work and dedication to [Company Name].

Sincerely,

[Your Name]
[Your Title]
[Company Name]
[Contact Information]