

Staff Realignment Notification

Date: [Insert Date]

Dear [Employee's Name],

We hope this message finds you well. We are writing to inform you about an important update regarding our team's structure that will take effect on [effective date]. This realignment is aimed at enhancing our operational efficiency and meeting the evolving needs of our organization.

As part of this process, your role will be changing from [Current Position] to [New Position]. In this new capacity, you will be responsible for [brief outline of new responsibilities]. We believe that this change will allow you to leverage your skills more effectively and contribute to our goals in a new way.

We understand that you may have questions or concerns regarding this transition. We encourage you to reach out to your supervisor, [Supervisor's Name], or HR at [HR Contact Information]. We are committed to providing all necessary support during this change.

Thank you for your understanding and your continued dedication to [Company Name]. We are excited about the opportunities this realignment will bring.

Sincerely,

[Your Name]

[Your Position]

[Company Name]