

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally acknowledge my job reassignment to [New Position Title] effective [Effective Date]. I appreciate the trust and confidence you have placed in me with this opportunity.

Thank you for your continued support and guidance. I look forward to contributing to the team in my new role.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]