

Employee Reassignment Notification

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We hope this message finds you well. We are writing to formally notify you of your reassignment within [Company Name], effective [Effective Date]. After careful consideration of your skills and contributions, we believe this new position will provide greater opportunities for your professional growth.

Your new position will be [New Position Title] in the [New Department/Team Name]. You will be reporting to [New Supervisor's Name]. We are confident that you will thrive in this new environment and continue to be a valuable asset to our organization.

We appreciate your hard work and dedication to [Company Name] and look forward to your continued success in your new role. Please do not hesitate to reach out if you have any questions or need further clarification regarding this transition.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]