

Employee Reallocation Notification

Date: [Insert Date]

Dear [Employee Name],

We hope this message finds you well. As part of our ongoing efforts to optimize our organizational structure and improve operational efficiency, we are implementing some changes that will result in the reallocation of certain roles within the company.

Effective [Effective Date], your new position will be [New Position] in the [New Department/Team]. This decision has been made to leverage your skills and align them with our strategic goals.

Your current salary and benefits will remain intact during this transition. We believe that this new role will provide you with exciting challenges and opportunities for professional growth.

Please do not hesitate to reach out to [Supervisor/HR Contact] at [Contact Information] if you have any questions or concerns regarding this transition.

Thank you for your understanding and continued commitment to our team.

Sincerely,

[Your Name]

[Your Position]

[Company Name]