

# Job Redeployment Notification

Date: [Date]

To: [Employee Name]

From: [Manager/Supervisor Name]

Subject: Notification of Job Redeployment

Dear [Employee Name],

We would like to inform you that due to [reason for redeployment], you have been selected for redeployment to a new position within the company. Your new role will be [New Job Title] in the [New Department/Team]. This change will be effective from [Effective Date].

This decision was made after careful consideration and aims to align your skills and contributions with the current needs of our organization.

Your new responsibilities will include:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

We believe that this new position will provide you with opportunities for growth and advancement within our company. Please do not hesitate to reach out if you have any questions or need further clarification.

We appreciate your understanding and support as we make this transition.

Sincerely,

[Manager/Supervisor Name]

[Job Title]

[Company Name]