

# Role Adjustment Notification

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

Subject: Role Adjustment Notification

Dear [Employee Name],

I hope this message finds you well. I am writing to inform you about an adjustment to your current role within the company. After careful consideration and in light of the ongoing organizational changes, we have decided to transition you into the position of [New Position Title] effective [Effective Date].

This change reflects our confidence in your skills and potential, and we believe it will enhance your career growth while contributing positively to the team's objectives.

We will be holding a meeting on [Meeting Date] to discuss this transition and answer any questions or concerns you may have. Please feel free to reach out to me directly if you have any immediate questions.

Thank you for your continued dedication and hard work during this time of change.

Sincerely,

[Manager Name]

[Manager Position]

[Company Name]

[Contact Information]