

Workforce Reassignment Notice

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Current Position]

Department: [Employee's Department]

Dear [Employee's Name],

We are writing to inform you of a change in your employment assignment, effective [Effective Date]. Due to [reason for reassignment, e.g., organizational restructuring, business needs], you will be reassigned from your current position to [New Position] in the [New Department].

Your new responsibilities will include [Brief Description of New Responsibilities]. We believe that this change will align with your skills and support your career development.

Please feel free to reach out to your supervisor or the HR department if you have any questions or require further information regarding this transition.

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]