

# Role Reassignment Notification

Date: [Insert Date]

To: [Team Member's Name]

From: [Your Name]

Subject: Role Reassignment Notification

Dear [Team Member's Name],

I hope this message finds you well. I am writing to inform you of a change in your role within our team. After careful consideration and in alignment with our project needs, we have decided to reassign you to the position of [New Role Title] effective [Start Date].

In this new role, you will be responsible for [Brief Description of New Responsibilities]. We believe that your skills and experiences are well-suited for this position and are confident that you will excel.

If you have any questions or concerns regarding this transition, please do not hesitate to reach out. We appreciate your professionalism and dedication to our team.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]