

# Job Impact Notification

Date: [Insert Date]

Dear [Employee's Name],

We hope this message finds you well. We are writing to inform you of some operational changes that may have an impact on your current role at [Company Name].

As part of our ongoing efforts to enhance efficiency and effectiveness, we are implementing [describe changes briefly]. These changes are expected to [mention intended outcomes].

We recognize that these adjustments may create some uncertainty and we want to assure you that we are committed to supporting our employees through this transition. As such, your role will be impacted by [describe the specific impact on the employee's job].

We encourage you to reach out to your manager or the HR department if you have any questions or concerns regarding these changes. We are here to assist you and ensure a smooth transition.

Thank you for your understanding and continued dedication to [Company Name].

Sincerely,

[Your Name]

[Your Position]

[Company Name]