

# Job Impact Notification

Date: [Insert Date]

To: [Employee Name]

From: [Manager/Supervisor Name]

Subject: Impact of Strategic Changes on Your Position

Dear [Employee Name],

We are writing to inform you about some recent strategic changes within our organization that will have an impact on your position. As we move forward with our new initiatives aimed at [insert brief description of strategic changes], we want to ensure that you are aware of how these changes may affect your role and responsibilities.

Starting [insert start date], your position will be adjusted to [describe new role or responsibilities]. This change is part of our efforts to [insert strategic goal, e.g., improve efficiency, enhance customer service, etc.]. We believe this adjustment will position us better to meet our organizational objectives.

We understand that changes in job roles can raise questions and concerns. We encourage you to reach out to your supervisor or the HR department if you have any questions about this transition, including any training or support you may need.

Thank you for your understanding and continued commitment to our organization during this time of strategic change.

Sincerely,

[Your Name]

[Your Position]

[Company Name]