

Job Impact Notification

Date: [Insert Date]

To: [Employee Name]

From: [Manager's Name]

Subject: Impact of Business Transformation Initiatives on Your Role

Dear [Employee Name],

As part of our ongoing business transformation initiatives aimed at enhancing efficiency and driving growth, we want to communicate the potential impact on your role within the organization.

Effective [Insert Effective Date], certain changes will be implemented that may affect your current responsibilities. These changes include:

- [Description of Change 1]
- [Description of Change 2]
- [Description of Change 3]

We appreciate your contributions and adaptability during this period of transformation. Our goal is to ensure that all employees are supported through these changes, and we will provide resources to help you transition into your updated role.

Please feel free to reach out to me directly if you have any questions or if you would like to discuss your new responsibilities in detail.

Thank you for your continued dedication and hard work.

Sincerely,

[Manager's Name]

[Manager's Title]

[Company Name]