

Role Reassignment Update

Dear [Employee's Name],

We hope this message finds you well. We are writing to inform you of an update regarding your role within the company.

Effective [Effective Date], you will be transitioned from your current position of [Current Position] to [New Position]. This decision has been made after careful consideration and recognition of your skills and contributions to the team.

In your new role, you will be expected to [list new responsibilities or duties]. Your new supervisor will be [Supervisor's Name], who will provide guidance and support as you acclimate to your new position.

Please feel free to reach out if you have any questions or need further clarification regarding this change.

Thank you for your continued dedication and hard work.

Sincerely,

[Your Name]
[Your Position]
[Company Name]