

Assignment Reassignment Notification

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Reassignment of Project Assignment - [Project Name]

Dear [Employee's Name],

I hope this message finds you well. We would like to inform you that, effective immediately, you will be reassigned from your current project, [Current Project Name], to a new project, [New Project Name].

This decision has been made to align our resources more effectively. We believe that your skills and expertise will greatly benefit the new project, and we are confident that you will make a positive impact.

Please reach out to [New Project Manager's Name] for further details regarding your new role and responsibilities. If you have any questions or concerns, do not hesitate to contact me directly.

Thank you for your understanding and flexibility.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]