

Leadership Role Reassignment Notification

Date: [Insert Date]

Dear [Employee's Name],

I hope this message finds you well. I am writing to inform you of a change in your leadership role within the company. After careful consideration, we have decided to reassign your responsibilities to better align with our organizational goals and objectives.

Effective [Insert Effective Date], you will transition from your current role as [Current Position] to [New Position]. In this new capacity, you will be responsible for [Brief Description of New Responsibilities].

This reassignment is a reflection of your skills and contributions to the team, and we believe this new role will offer you new challenges and opportunities for growth.

If you have any questions or would like to discuss this change further, please do not hesitate to reach out. Thank you for your understanding and commitment.

Sincerely,

[Your Name]

[Your Position]

[Company Name]