

# Asset Management Reassignment Notification

Date: [Insert Date]

To: [Recipient Name]

[Recipient Position]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

We are writing to inform you about a reassignment of asset management responsibilities within the organization, effective [Effective Date]. This transition aims to enhance efficiency and better align our resources with strategic objectives.

Effective immediately, you will be reassigned to manage the following assets:

- [Asset 1]
- [Asset 2]
- [Asset 3]

Your previous assignments will be transferred to [New Manager's Name], who will be in touch with you to coordinate any necessary handover details.

We appreciate your flexibility and commitment during this transition. Please do not hesitate to reach out if you have any questions or require further clarification.

Thank you for your continued hard work and dedication.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]