

# Departmental Change Management Notice

Date: [Insert Date]

To: [Employee's Name]

Department: [Current Department]

From: [Manager's Name]

Subject: Notice of Departmental Change

Dear [Employee's Name],

We are writing to inform you of an upcoming change in the structure of our organization that will affect your current role in the [Current Department]. Effective [Effective Date], you will be transitioning to [New Department Title].

This change is part of our ongoing efforts to improve operational efficiency and enhance our service delivery.

Your new responsibilities will include:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

We believe that this move will provide you with new opportunities for professional development and growth within the company. Your skills and experience are highly valued, and we look forward to seeing you thrive in this new role.

Should you have any questions regarding this change, please do not hesitate to reach out to me directly.

Thank you for your understanding and support during this transition.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]