

# **Subject: Redistribution of Job Duties**

Dear [Team/Employee Name],

I hope this message finds you well. As part of our ongoing efforts to streamline our operations and enhance productivity, we have decided to redistribute some job duties. This decision is based on [reason for redistribution, e.g., changes in workload, team dynamics, etc.].

Effective [date], the following changes will take place:

- [Employee Name 1]: [New Responsibilities]
- [Employee Name 2]: [New Responsibilities]
- [Employee Name 3]: [New Responsibilities]

We believe that these adjustments will not only improve our workflow but also provide you with opportunities to grow in your roles. Your cooperation and support during this transition are greatly appreciated.

If you have any questions or concerns, please feel free to reach out to me directly.

Thank you for your attention to this matter.

Best regards,  
[Your Name]  
[Your Position]  
[Company Name]