

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Staff Task Reallocation

Dear [Employee's Name],

I hope this message finds you well. Due to recent changes in our project priorities and team dynamics, we are implementing a reallocation of tasks among the staff.

Your current responsibilities include:

- [Task 1]
- [Task 2]
- [Task 3]

Effective [Insert Date], your new responsibilities will include:

- [New Task 1]
- [New Task 2]
- [New Task 3]

We believe these adjustments will better align our team's efforts with our organizational goals and enhance overall productivity. Your contributions are highly valued, and we appreciate your flexibility and understanding during this transition.

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

Thank you for your continued hard work and dedication.

Sincerely,

[Manager's Name]

[Manager's Title]

[Company Name]