

Team Responsibilities Realignment

Date: [Insert Date]

To: [Team Members' Names]

From: [Your Name]

Dear Team,

As we continue to evolve and adapt to our changing environment, I want to inform you of a realignment of responsibilities within our team to enhance our productivity and collaboration.

New Responsibilities:

- **[Team Member 1]:** [New responsibility or project]
- **[Team Member 2]:** [New responsibility or project]
- **[Team Member 3]:** [New responsibility or project]
- **[Team Member 4]:** [New responsibility or project]

Please take some time to review the new assignments and feel free to reach out if you have any questions or need further clarification.

Let's work together to ensure a smooth transition and continue to support each other in our roles.

Best regards,

[Your Name]

[Your Position]