

Employee Position Reassignment Letter

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip]

Dear [Employee Name],

We are writing to inform you that, effective [Effective Date], your position with [Company Name] will be reassigned from [Current Position] to [New Position]. This decision has been made in consideration of [reason for reassignment, e.g., company restructuring, your skills, etc.].

Your new responsibilities will include:

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

Your compensation and benefits will [remain the same/change] as a result of this change. If you have any questions about the new position or your adjustment in pay, please do not hesitate to reach out to [HR Contact Name] at [HR Contact Information].

We appreciate your understanding and flexibility as we make this transition. We are confident that you will excel in your new role and continue to be a valuable member of our team.

Sincerely,

[Your Name]

[Your Position]

[Company Name]