

Employee Reassignment Notification

Date: [Insert Date]

To: [Employee Name]

From: [Manager/Supervisor Name]

Subject: Reassignment Notification

Dear [Employee Name],

We are writing to inform you of an important change regarding your position within the company. Effective [Effective Date], you will be reassigned to [New Position/Department]. This decision has been made to better align your skills with the operational needs of our organization.

Your new role will include [briefly outline new responsibilities]. We believe this change will not only benefit the company but also support your professional growth.

Please feel free to reach out to me if you have any questions or concerns regarding this transition. We appreciate your continued hard work and dedication.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]