

Job Reassignment Memorandum

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Job Reassignment Notification

Dear [Employee's Name],

We would like to inform you of a reassignment in your job responsibilities, effective [Effective Date]. This decision is part of our ongoing efforts to enhance our team's productivity and growth.

Your new role will be [New Job Title/Position], where you will be responsible for [Brief Description of New Responsibilities]. You will be reporting to [New Supervisor's Name] starting on the effective date.

We appreciate your understanding and flexibility during this transition. If you have any questions or concerns about your new assignment, please feel free to reach out to me directly.

Thank you for your continued dedication to [Company Name].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]