

Staff Role Redeployment Letter

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Redeployment to [New Role]

Dear [Employee's Name],

We hope this message finds you well. We are writing to formally notify you of a redeployment opportunity within [Company Name]. After careful consideration of your skills and experiences, we are pleased to offer you the position of [New Role] effective [Start Date of New Role].

This decision is part of our ongoing efforts to align our workforce with the evolving needs of our organization. Your new role will include [brief description of new responsibilities and opportunities], and we believe it will provide a meaningful path for your professional growth.

We understand that transitions can be challenging, and we are committed to supporting you during this change. If you have any questions or need further assistance, please do not hesitate to reach out to me directly.

We value your contributions and look forward to your continued success at [Company Name].

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]