

# Workforce Role Adjustment Notification

Dear [Employee's Name],

We hope this message finds you well. We would like to inform you of some adjustments regarding your current role within the organization.

Effective [Effective Date], your position will be changed from [Current Position] to [New Position]. This change is part of our ongoing efforts to align our workforce with the strategic goals of the company.

Your new responsibilities will include:

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

We believe that these adjustments will better leverage your skills and contribute to your professional growth. Please feel free to reach out if you have any questions or concerns regarding this change.

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

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]  
[Contact Information]