

Letter of Assignment Modification

Date: [Insert Date]

[Employee's Name]

[Employee's Position]

[Employee's Department]

[Company Name]

[Company Address]

Dear [Employee's Name],

We are writing to inform you of a modification to your current workplace assignment as part of our ongoing efforts to enhance operational efficiency and employee development.

Effective [Insert Effective Date], your new assignment will involve [briefly describe the new responsibilities or projects]. This modification is intended to leverage your skills in [mention any relevant skills], and we believe it will provide you with valuable experience.

If you have any questions or would like to discuss this modification further, please do not hesitate to reach out to me directly.

We appreciate your flexibility and commitment to our team.

Sincerely,

[Your Name]

[Your Position]

[Company Name]