

Staff Realignment Update

Dear Team,

We are writing to inform you of some important changes regarding our staff alignment that will take effect on [Effective Date]. These changes are designed to enhance our operational efficiency and better serve our clients.

As part of this realignment, the following adjustments will be made:

- **[Employee Name]** will be transitioning to the role of [New Position].
- **[Employee Name]** will take on [New Responsibilities].
- **[Department/Team Name]** will now report to [New Supervisor's Name].

We believe these changes will better leverage our team's strengths and capabilities. Your support during this transition is invaluable and appreciated.

If you have any questions or need further clarification, please feel free to reach out to [Point of Contact Name] at [Contact Information].

Thank you for your understanding and cooperation.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]