

Staff Realignment Notification

Date: [Insert Date]

To: [Employee's Name]
[Employee's Job Title]
[Department Name]

Dear [Employee's Name],

We would like to inform you about an upcoming staff realignment that will take effect on [Effective Date]. This change is part of our ongoing efforts to improve operational efficiency and better align our resources with company objectives.

As a result of this realignment, your role will be modified to [New Job Title/Description]. This new position will involve [brief description of new responsibilities and expectations]. We believe this change will enhance your skills and provide you with opportunities for growth.

We appreciate your commitment and adaptability during this transition. If you have any questions or concerns about this realignment, please feel free to reach out to [Manager's Name] at [Manager's Email].

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

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]