

Team Realignment Notification

Dear [Employee Name],

We hope this message finds you well. We are writing to inform you about an important change in the structure of our team. As part of our ongoing efforts to enhance our operational efficiency and align our resources with our strategic goals, we have decided to undertake a realignment of our team.

Effective [Effective Date], you will be transitioned to [New Team/Department Name], reporting directly to [New Supervisor's Name]. This change aims to leverage your skills in [Specific Skills/Responsibilities] and position you for future growth within the organization.

We understand that changes can be challenging, and we are committed to supporting you throughout this transition. Please feel free to reach out to your current manager or the HR department if you have any questions or require further details.

We appreciate your continued commitment and dedication to our team and look forward to your contributions in this new structure.

Best Regards,

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