

# Confirmation of Team Reshuffling

Date: [Insert Date]

Dear [Employee's Name],

We are writing to confirm the recent reshuffling of our team as part of our strategic realignment. This decision aims to better utilize our resources and enhance collaboration across departments.

Effective [Insert Effective Date], you will be transitioning into the role of [New Position]. Your responsibilities will include [briefly outline new responsibilities]. We believe this change will not only contribute to your professional growth but also strengthen our team's overall performance.

Please feel free to reach out if you have any questions or need further clarification regarding this transition. We appreciate your flexibility and commitment during this process.

Thank you for your understanding and cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Company]