

[Company Name]
[Department Name]
[Date]

[Employee Full Name]
[Employee ID]
[Current Position]

Subject: Notification of Transfer and Shift Change due to Departmental Reorganization

Dear [Employee Name],

Please be advised that [Company Name] is currently undergoing a departmental reorganization to improve operational efficiency. As a result of these changes, your position is being transferred to a new team/department.

Effective [Effective Date], your new assignment details are as follows:

- **New Department:** [New Department Name]
- **New Supervisor:** [Manager Name]
- **New Work Schedule/Shift:** [New Shift Hours, e.g., 2:00 PM - 10:00 PM]
- **Work Days:** [Days of the week, e.g., Monday - Friday]
- **Location:** [Office Location/Remote/Hybrid]

Your job title, salary, and benefits will remain [unchanged / updated as follows: Details].

We understand that a shift change requires an adjustment period. Please discuss any immediate scheduling conflicts with your new supervisor by [Deadline Date]. We appreciate your flexibility and continued contribution to the team during this transition.

Sincerely,

[Signature]
[Sender Name]
[Title]
[Human Resources / Department Head]