

[Date]

[Employee Name]
[Current Job Title]
[Department]

Subject: Notice of Internal Transfer - Skills Alignment Reassignment

Dear [Employee Name],

Following a recent review of your professional background, technical proficiencies, and the current operational needs of the company, we are pleased to inform you that you are being reassigned to a role that more closely aligns with your specialized skill set.

Effective [Start Date], your new position will be [**New Job Title**] within the [**New Department**]. In this new capacity, you will report directly to [Supervisor Name].

This transfer is designed to leverage your expertise in [Specific Skill/Area] to better support our [Specific Project or Department Goal]. We believe this alignment will provide you with greater opportunities for professional contribution and growth.

The following terms apply to this reassignment:

- **New Work Location:** [Location/Office/Remote]
- **Salary/Compensation:** [Remains unchanged / Adjusted to X]
- **Working Hours:** [Standard Hours]

Your HR representative and your new manager will meet with you on [Date] to discuss your onboarding plan, specific objectives, and any necessary training for this transition.

We thank you for your continued dedication and look forward to your success in this new role.

Sincerely,

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

Employee Acknowledgment:

I accept the terms of this reassignment.

Signature: _____ Date: _____