

[Date]

[Employee Name]

[Employee ID]

[Current Department]

**Subject: Notification of Reassignment for Capability Development**

Dear [Employee Name],

As part of our commitment to professional growth and organizational succession planning, this letter serves as formal notification of your reassignment to a new role designed to enhance your professional capabilities.

Effective [Start Date], your new position will be [New Job Title] within the [New Department] department, reporting to [Manager Name].

**Reason for Reassignment:**

This reassignment is a strategic move to provide you with exposure to [specific skill sets/business areas]. The objective is to broaden your experience and strengthen your technical and leadership competencies within the company.

**Terms of Reassignment:**

- **Duration:** This is a [permanent/temporary] assignment [expected to last X months].
- **Compensation:** Your current salary and benefits remain [unchanged / adjusted to X].
- **Location:** Your primary work location will be [Location/Remote].

**Transition Plan:**

Your current manager will work with you to finalize your existing projects by [Handover Date]. You will meet with your new manager on [Date/Time] to discuss your development milestones and performance expectations for this new role.

We believe this opportunity will be instrumental in your career progression and look forward to your contributions in this new capacity.

Please sign below to acknowledge receipt of this notification.

Sincerely,

[Sender Name]

[Title]

[Company Name]

**Acknowledgment:**

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[Employee Signature]

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[Date]