

[Date]

[Employee Name]

[Employee ID]

[Current Department]

Subject: Notice of Job Reassignment due to Company Restructuring

Dear [Employee Name],

As part of our recent organizational restructuring at [Company Name], we are adjusting our internal teams to better align with our strategic goals. Consequently, we are writing to formally notify you of your reassignment to a new position within the company.

Effective [Effective Date], your new role will be [New Job Title] in the [New Department]. In this position, you will report directly to [Manager Name].

Key details regarding this reassignment:

- **New Responsibilities:** [Briefly list primary duties or refer to attached job description].
- **Compensation and Benefits:** Your current salary and benefits package will [remain unchanged / be updated as follows: Details].
- **Work Location:** [Specify if the location remains the same or changes].

We believe your skills and experience make you a valuable asset to this new team. We are committed to supporting you during this transition. You will be scheduled for a briefing with [Manager Name/HR Representative] on [Date/Time] to discuss the transition plan and any training requirements.

Please sign and return a copy of this letter by [Deadline Date] to indicate your acknowledgement of this reassignment.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgement:

I acknowledge receipt of this reassignment letter and understand the changes to my role.

Signature: _____ Date: _____