

[Date]

[Employee Name]
[Employee ID]
[Current Department]

Subject: Notification of Official Reassignment

Dear [Employee Name],

This letter serves as official notification that you are being reassigned to a new position within [Company Name]. This change is effective as of [Effective Date].

The details of your new assignment are as follows:

- **New Job Title:** [New Job Title]
- **New Department:** [New Department]
- **Reporting Manager:** [Manager Name]
- **Work Location:** [Location/Office/Remote]

Your current compensation, benefits, and seniority status will [remain unchanged / be adjusted as follows: Details]. Your primary responsibilities in this new role will include [Brief Description of Key Duties].

Please coordinate with your current supervisor to ensure a smooth transition of your existing projects by [Transition End Date]. You are expected to report to your new manager at [Time] on [Effective Date].

We believe your skills and experience will be a significant asset to the [New Department] team. If you have any questions regarding this reassignment, please contact the Human Resources department.

Sincerely,

[Signature]
[HR Representative Name]
[Title]
[Company Name]

Acknowledgment:

I acknowledge receipt of this reassignment letter and understand the terms described above.

[Employee Signature]

Date: _____