

[Date]

[Employee Name]

[Employee ID]

[Current Department]

Subject: Notification of Role Transfer due to Organizational Restructuring

Dear [Employee Name],

As part of our recent organizational restructuring to better align our resources with company goals, we are writing to formally notify you that your current position is being transferred to a new role within the organization.

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

Please find the details of your transfer below:

- **New Reporting Line:** [Manager Name/Title]
- **Work Location:** [Location/Remote/Office]
- **Salary/Compensation:** [No change / New Amount]
- **Key Responsibilities:** [Brief description or "See attached job description"]

Your current seniority and benefits remain unaffected by this transfer. We believe your skills and experience will be instrumental to the success of the [New Department] team.

Your new manager will reach out shortly to schedule an onboarding meeting and discuss your transition plan. If you have any questions regarding this change, please contact [HR Contact Name] at [HR Email/Phone Number].

We appreciate your continued commitment to [Company Name] during this period of change.

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]

Acknowledgment:

I accept the transfer to the new role as outlined above.

[Employee Signature]

[Date]