

[Date]

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

**Subject: Notice of Strategic Realignment and Staff Transfer**

Dear [Employee Name],

As part of our ongoing commitment to organizational efficiency and long-term growth, [Company Name] is currently undergoing a strategic realignment of its operations. Following a review of our business objectives, we have identified an opportunity to better utilize your skills and experience in a different area of the company.

This letter serves as formal notification that you are being transferred from your current position as [Current Job Title] in the [Current Department] to the position of [New Job Title] within the [New Department], effective [Effective Date].

**Key Details of Your Transfer:**

- **New Reporting Manager:** [Manager Name]
- **Work Location:** [Location/Remote/Office Details]
- **Compensation and Benefits:** [Your current salary and benefits remain unchanged / Please refer to the attached document for updated terms].
- **Key Responsibilities:** [Briefly mention primary focus or refer to attached job description].

We believe your background makes you a valuable asset to the [New Department], and this move is a critical part of our strategy to strengthen our [mention specific goal, e.g., client services/technical infrastructure].

Your new manager will reach out shortly to coordinate your onboarding and transition plan. If you have any questions regarding this transfer, please contact [HR Contact Name] in the Human Resources department.

Thank you for your continued dedication to [Company Name]. We look forward to your contributions in this new role.

Sincerely,

[Sender Name]  
[Sender Title]  
[Company Name]

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**Employee Acknowledgment:**

I acknowledge receipt of this transfer notice and understand the terms outlined above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_