

[Date]

[Employee Name]
[Current Job Title]
[Current Department]

Subject: Notification of Executive Management Restructuring and Transfer

Dear [Employee Name],

As part of our ongoing strategic organizational review to better align our leadership team with the company's long-term objectives, we are implementing a restructuring of our executive management layer. Consequently, I am writing to formally notify you of your transfer to a new position within the organization.

Effective [Effective Date], your new role will be [New Job Title] within the [New Department/Division]. In this capacity, you will report directly to [Supervisor Name/Title].

Your key responsibilities in this new role will include:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

Regarding your compensation and benefits: [Your base salary and bonus structure will remain unchanged / Your new compensation package will be updated to reflect...] as detailed in the attached addendum to your employment contract.

Your current seniority and years of service with [Company Name] will be preserved. We will schedule a transition meeting on [Date/Time] to discuss the hand-over process and your objectives for the first 90 days in the new position.

We appreciate your dedication to the company and look forward to your leadership in this new capacity. Please sign and return the enclosed copy of this letter to acknowledge your acceptance of these terms.

Sincerely,

[Name]
[Title]
[Company Name]

Acknowledgment:

I accept the transfer to the position of [New Job Title] under the terms described above.

[Employee Signature]

[Date]