[Current Date]

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

Subject: Notice of Role Reclassification and On-Site Transfer

Dear [Employee Name],

This letter serves as official notification regarding changes to your employment status with [Company Name]. Based on recent organizational restructuring and operational requirements, your position is being reclassified and your primary work location is being transferred.

1. Role Reclassification
Effective [Date], your current job title of [Old Title] will be changed to [New Title]. In this new capacity, you will report to [Manager Name]. Your primary responsibilities will now include:

- [Key Duty 1]
- [Key Duty 2]
- [Key Duty 3]

2. On-Site Transfer
Effective [Date], your work location will transfer from [Current Location/Remote Status] to our physical office located at:

[Office Name/Building]
[Street Address]
[City, State, Zip Code]

3. Compensation and Benefits
[Select one: Your current salary and benefits remain unchanged / Your new salary will be [Amount] per [Period]]. All other terms and conditions of your employment contract remain in effect.

Please sign and return a copy of this letter to the HR department by [Deadline Date] to acknowledge your acceptance of these changes. If you have any questions, please contact [HR Contact Name] at [Phone/Email].

We look forward to your continued contributions in this new role.

Sincerely,

[Sender Signature]
[Sender Name]
[Sender Title]

Employee Acknowledgment:

I accept the role reclassification and on-site transfer as outlined above.

Signature: _____ Date: _____