

MEMORANDUM

TO: [All Staff / Department Name]
FROM: [Name of Sender], [Title]
DATE: [Date]
SUBJECT: Reassignment of Branch Operations

Dear Team,

This memorandum serves to formally announce a strategic reassignment of operations at the [Branch Name] location, effective [Effective Date].

To optimize our workflow and enhance service delivery, the following operational responsibilities have been reassigned:

- **[Department/Function 1]:** Will now be managed by [Name/Department].
- **[Department/Function 2]:** Will now report directly to [Name/Title].
- **[Department/Function 3]:** Has been transitioned to [New Branch/Unit].

The primary objective of this restructuring is to [Brief Reason, e.g., streamline internal processes / improve client response times]. We believe these changes will allow our team to focus more effectively on core objectives.

During this transition period, [Name/Title] will serve as the primary point of contact for any questions regarding specific workflow adjustments. Detailed briefings for affected staff will be held on [Date/Time] via [Meeting Location/Platform].

We appreciate your cooperation and continued commitment to the success of our branch operations.

Best regards,

[Signature]
[Printed Name]
[Title]