

[Company Letterhead]

[Date]

[Employee Name]

[Employee ID]

[Current Department/Branch]

Subject: Notification of Regional Restructuring and Reassignment

Dear [Employee Name],

This letter serves as formal notification regarding the organizational restructuring of our regional branch operations, effective [Effective Date].

Following a strategic review of our regional footprint, the company has decided to [Brief Reason, e.g., consolidate operations/realign regional territories]. As a result of this restructuring, your current position has been affected.

We are pleased to confirm your reassignment to the following role:

- **New Job Title:** [New Title]
- **New Branch/Location:** [New Location Name]
- **Reporting Manager:** [Manager Name]
- **Effective Date of Transfer:** [Date]

Under this reassignment, your current [Salary/Benefits/Seniority] will remain unchanged, unless otherwise specified in the attached updated job description. Your primary responsibilities in the new location will include [Brief Description of Key Tasks].

To assist with this transition, the company will provide [Details of Relocation Support/Training/Orientation, if applicable]. Please coordinate with the Human Resources department to complete any necessary administrative documentation by [Deadline Date].

We appreciate your continued commitment to [Company Name] and look forward to your contributions in your new location. Should you have any questions regarding this transition, please contact [HR Contact Name] at [Phone/Email].

Sincerely,

[Signature]

[Name of Manager/HR Director]

[Title]

Acknowledgment of Receipt:

I, [Employee Name], acknowledge that I have received this notification and understand the terms of my reassignment.

Signature: _____ Date: _____