

## MEMORANDUM

**TO:** All Staff - [Region Name] Branch  
**FROM:** [Name of Executive/Department Head]  
**DATE:** [Insert Date]  
**SUBJECT:** Reassignment of Regional Branch Manager

Dear Team,

This memorandum serves to formally announce the reassignment of [Current Manager Name], who has served as the Regional Branch Manager for [Region Name] for the past [Number] years.

Effective [Effective Date], [Current Manager Name] will transition into the role of [New Position Name] at our [New Location/Department]. We would like to thank [Current Manager Name] for their leadership and significant contributions to the success of this branch.

We are pleased to announce that [New Manager Name] has been appointed as the new Regional Branch Manager for [Region Name]. [New Manager Name] brings extensive experience in [Brief Area of Expertise] and was previously serving as [Previous Title] at [Previous Location/Company].

During this transition period, [Name of Interim Contact, if applicable] will oversee operations until [New Manager Name] officially assumes the role on [Start Date]. We ask that everyone provides their full support to ensure a smooth handover.

Please join us in wishing [Current Manager Name] success in their new role and welcoming [New Manager Name] to the team.

Sincerely,

[Signature]  
[Name of Executive]  
[Title]  
[Company Name]