

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Current Position: [Insert Current Job Title]

Subject: Notice of Reassignment - Annual Banking Restructuring Plan

Dear [Employee Name],

As part of the bank's Annual Restructuring Plan aimed at optimizing operational efficiency and aligning our resources with strategic growth objectives, we are formally notifying you of your reassignment within the organization.

Effective [Insert Effective Date], your new role and department will be as follows:

- **New Position Title:** [Insert New Job Title]
- **New Department:** [Insert New Department/Branch Name]
- **Reporting Manager:** [Insert Manager Name]
- **Work Location:** [Insert Office Location/Remote Status]

Under this reassignment, your base salary and benefits will [remain unchanged / be adjusted as follows: Insert details]. Your tenure with the bank remains continuous, and your accrued leave balances will be transferred to your new cost center.

This transition is a strategic move to leverage your expertise in a priority area of our banking operations. You are required to report to your new manager on the effective date mentioned above. A handover period will be scheduled between [Date] and [Date] to ensure a smooth transition of your current responsibilities.

Please sign and return a copy of this letter to the Human Resources Department by [Insert Deadline Date] to acknowledge receipt of this notification.

We thank you for your continued commitment to the bank during this restructuring period.

Sincerely,

[Your Signature]

[Your Name]

[Your Title/Head of Human Resources]

[Bank Name]

Employee Acknowledgment:

I acknowledge receipt of this reassignment notice and understand the terms of my new placement.

Signature: _____ Date: _____