

MEMORANDUM

TO: All Staff / [Department Name]

FROM: [Name of Senior Executive/Director]

DATE: [Insert Date]

SUBJECT: Announcement of Executive Branch Manager Reassignment

Dear Team,

This memorandum serves to formally announce the reassignment of **[Current Manager Name]**, who has been serving as the Executive Branch Manager for **[Current Branch/Location]**.

Effective **[Effective Date]**, **[Manager Name]** will transition into the role of Executive Branch Manager for the **[New Branch/Department Name]**. This reassignment is part of our ongoing efforts to [Reason: e.g., strengthen regional operations / internal restructuring / professional development].

During this transition, **[Interim Manager Name/Incoming Manager Name]** will take over leadership responsibilities for the **[Current Branch]**. We are committed to ensuring a smooth handover to maintain our current momentum and service standards.

We would like to thank **[Manager Name]** for their significant contributions to the **[Current Branch]** and wish them continued success in their new assignment. Please join us in supporting them during this transition.

Should you have any questions regarding this change, please contact **[Human Resources/Senior Management]**.

Best regards,

[Signature]

[Sender Name]

[Sender Title]