

[Date]

[Employee Name]

[Employee ID]

[Address]

Subject: Notice of Assignment Termination and Alternative Placement Offer

Dear [Employee Name],

Please be advised that your current assignment as [Current Job Title] with [Company Name] will conclude on [Last Date of Current Assignment] due to [Reason: e.g., project completion, restructuring].

In accordance with our commitment to your continued employment, we are pleased to offer you the following alternative placement:

- **Position Title:** [New Job Title]
- **Department:** [Department Name]
- **Reporting Manager:** [Manager Name]
- **Start Date:** [Start Date]
- **Location:** [Work Location/Remote]
- **Compensation:** [Salary/Wage Details]

Please note that if you choose to decline this alternative placement offer, your employment with [Company Name] will officially terminate effective [Termination Date].

To accept this offer, please sign and return this letter by [Deadline Date]. If we do not receive your response by this date, we will proceed with the termination of your employment contract.

Should you have any questions regarding this transition or the details of the new role, please contact [HR Contact Name] at [Phone/Email].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acceptance:

I, [Employee Name], accept / decline (circle one) the alternative placement offer as outlined above.

Signature: _____ Date: _____