Sample Job Reassignment Approval Letter

[Your Name]

[Your Title]

[Human Resources Department Name]

[Company/Organization Name]

[Organization Address]

[City, State, ZIP Code]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP Code]

Dear [Employee's Name],

Subject: Job Reassignment Approval

I am writing to confirm that your request for a job reassignment to the position of [New Position Title] has been approved. Your willingness to adapt and contribute to our organization's needs is commendable.

Please review the attached job reassignment approval details, including new responsibilities, reporting structure, and any required transition steps. If you have any questions or need further assistance, please contact our HR department.

We appreciate your flexibility and look forward to your continued contributions in your new role.

Best regards,

[Your Name]

[Your Title]