A black background with blue text

Description automatically generated

**DATE:** [Current Date]

**TO:** [Employee First and Last Name] COPY: EODA/HR

[Employee Classification] [Dept. Chair/Director]

[Department or College]

**Permanent Reassignment Sample – Scroll Down for Temporary Reassignment Sample**

**FROM:** [Dean, Director or AVP]

[Title]

**SUBJECT:** Notice of Permanent Reassignment

As a formal follow-up to our conversation, this correspondence is to officially advise you that effective [fill in effective date of permanent reassignment, need 14 days notice], you are being permanently reassigned from [XYZ Dept, XYZ Division to XYZ Dept, XYZ Division]. As discussed, your job responsibilities will change according to the attached position description. You will continue in your present classification as [Employee Classification] and at the same rate of pay [$XXXX/per month]

You will report directly to [Dr. X, Department Chair of ABC Dept, College of Z] and your HEERA Manager will be [Dr. Y, Associate Dean, Z College]. Along with this change, your new work location will be [Bldg. X, Room Y].

Should you have any questions regarding this permanent reassignment, I am available to discuss them with you.

Attachments: Position Description and Organizational Chart

A black background with blue text

Description automatically generated

**DATE:** [Current Date]

**TO:** [Employee First and Last Name] COPY: EODA/HR

[Employee Classification] [Dept. Chair/Director]

[Department or College]

**FROM:** [Dean, Director or AVP]

[Title]

**SUBJECT:** Notice of Temporary Reassignment

As a formal follow-up to our conversation, this correspondence is to officially advise you that effective [fill in effective date of temporary reassignment, need 14 days notice], you are being temporarily reassigned to the position of [Employee Classification], [XYZ Dept, XYZ Division to XYZ Dept, XYZ Division], for a period of [Length of Reassignment, e.g., 6 months, 12 months, etc.]. As discussed, your job responsibilities will change according to the attached position description. The starting salary will be [$XXXX/per month]. The working title for this position is [Working Title].

You will report directly to [Dr. X, Department Chair of ABC Dept, College of Z] and your HEERA Manager will be [Dr. Y, Associate Dean, Z College]. Along with this change, your new work location will be [Bldg. X, Room Y].

Should you have any questions regarding this temporary reassignment, I am available to discuss them with you.

Attachments: Position Description and Organizational Chart