

Confidential Career Transition Update

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to share some important news regarding my career path.

As you may know, I have been considering new opportunities for some time now. After careful consideration, I have decided to transition to a new role that aligns more closely with my career goals and aspirations. This decision has not been easy, but I believe it is the best step forward for my professional growth.

Due to the sensitive nature of this information, I kindly ask that you keep this update confidential until I am ready to formally announce my departure to the wider team.

Thank you for your understanding and support during this transition. I appreciate everything you have done for me and hope to keep in touch as I embark on this new chapter.

Best regards,

[Your Name]

[Your Contact Information]