

Subject: Transition to New Job Responsibilities

Dear [Employee's Name],

I hope this message finds you well. I am writing to formally inform you about your transition to new job responsibilities effective [start date].

As discussed, you will be taking on the following responsibilities:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

Please feel free to reach out with any questions or concerns regarding this transition. I am confident that you will excel in these new responsibilities and look forward to your continued contributions to our team.

Best regards,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]