

# Role Transition Instructions

Dear [Employee's Name],

We are writing to inform you about your upcoming role transition. As you prepare for this change, please follow the instructions outlined below:

## 1. Understanding Your New Role

Review the job description for your new position, [New Position Title], and familiarize yourself with the key responsibilities and expectations.

## 2. Handover Process

Coordinate with your current manager, [Current Manager's Name], to ensure a smooth handover of your current projects. Schedule a meeting to discuss the status and any important updates.

## 3. Training and Resources

Attend the scheduled training sessions for your new role. Resources and materials will be provided through [Training Platform/Location].

## 4. Timeline

Your transition will take place on [Transition Date]. Please make sure all tasks are completed by [Deadline for Current Role].

## 5. Contact Information

If you have any questions or need further assistance, please reach out to [HR Contact Name] at [HR Contact Email/Phone].

We appreciate your efforts in making this transition seamless and look forward to your contributions in your new role.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]