

Role Transition Resources

Dear [Senior Staff Name],

As you transition into your new role, we want to ensure you have all the necessary resources and support available to you. Below are some key materials and contacts to assist you during this period:

1. Transition Plan

A comprehensive plan outlining your goals and responsibilities. Please refer to the attached document.

2. Onboarding Resources

We have curated a list of resources including training materials and internal policies. Access them [here](#).

3. Mentorship Program

You will be paired with a mentor from our leadership team. For more information about the program, please reach out to [Mentor's Name].

4. HR Support

For any questions regarding benefits or administrative tasks, contact [HR Contact Name] at [HR Contact Email].

We are committed to supporting you during this transition. Please feel free to reach out if you have any questions or need further assistance.

Best regards,
[Your Name]
[Your Position]
[Your Contact Information]