

# Cross-Departmental Transition Memo

**Date:** [Insert Date]

**To:** [Recipients' Names and Departments]

**From:** [Your Name] - [Your Position]

**Subject:** Transition of Responsibilities from [Old Department] to [New Department]

Dear Team,

As part of our ongoing efforts to enhance collaboration and efficiency within our organization, we are initiating a transition of responsibilities from the [Old Department] to the [New Department]. This change will take effect on [effective date].

The following outlines the key details regarding this transition:

- **Responsibilities Transitioning:** [List specific responsibilities]
- **New Point of Contact:** [Name and Contact Information]
- **Training Sessions:** [Details about any training sessions, if applicable]
- **Support Resources:** [Any available resources or contacts for support]

We appreciate your cooperation during this transition period. Should you have any questions or concerns, please feel free to reach out to me directly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Department]

[Your Contact Information]