

Departmental Transfer Announcement

Dear Team,

We are writing to inform you about an important change within our department.

Effective [Date], [Employee Name] will be transferring from [Current Department] to [New Department]. This move is part of our ongoing efforts to enhance collaboration and streamline our operations.

[Employee Name] has made significant contributions to [Current Department], and while we will miss [his/her/their] presence, we are excited for the opportunities ahead in [New Department].

We wish [Employee Name] all the best in [his/her/their] new role, and we encourage everyone to offer [him/her/them] support during this transition.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]

[Company Name]