

# Role Transition Notification

Dear [Employee's Name],

We are writing to inform you about an important transition regarding your role within [Company Name]. Effective [Effective Date], you will be moving from your current position as [Current Position] to the role of [New Position].

This change is part of our ongoing efforts to align our team's goals with our business objectives and to ensure that we are positioned for success in the future.

## Details of Transition

- **Current Position:** [Current Position]
- **New Position:** [New Position]
- **Effective Date:** [Effective Date]
- **Reporting To:** [New Supervisor's Name or Title]
- **Key Responsibilities:** [Brief outline of new responsibilities]

We appreciate your contributions and are excited to see the impact you will make in your new role. We believe this transition will provide you with opportunities for professional growth and further enhance your skills.

For any questions or concerns regarding this transition, please feel free to reach out to [HR Contact or Supervisor's Name].

Thank you for your continued dedication to [Company Name].

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]