

# Position Change Notification

Date: [Insert Date]

To: [Employee's Name]

From: [Supervisor's Name]

Subject: Notification of Position Change

Dear [Employee's Name],

We are pleased to inform you that as of [Effective Date], your position will change from [Current Position] to [New Position]. This decision has been made based on your exceptional performance and contributions to the team.

In your new role, you will be responsible for [briefly outline new responsibilities and expectations]. We believe that you will excel in this new position and continue to add great value to our organization.

Please feel free to reach out if you have any questions regarding this transition. We are excited about your future with us.

Congratulations on your new position!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]