

Internal Role Transition Notification

Date: [Insert Date]

Dear [Employee's Name],

We are pleased to inform you that you have been selected for the position of [New Position Title] within [Department/Team Name]. This transition will take effect on [Effective Date].

Your new responsibilities will include:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

Your current role will be transitioned to [Name of Transitioning Employee] who will be taking over your previous responsibilities. We believe this change will provide further growth opportunities for you and enhance our team's capabilities.

Please feel free to reach out if you have any questions regarding your new role or the upcoming transition.

Congratulations on your new position!

Best regards,

[Your Name]

[Your Position]

[Company Name]