

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Recipient Name

Company Name

Company Address

City, State, Zip Code

Subject: Employment Update Notification

Dear [Recipient Name],

I hope this message finds you well. I am writing to inform you of an update regarding my employment status with [Company Name]. As of [Effective Date], I will be [mention the update, e.g., transitioning to a new role, starting a new position].

This change comes as a result of [briefly explain reason if appropriate, e.g., personal growth, company restructuring], and I believe it will allow me to contribute even more effectively to the organization.

Thank you for your understanding. I appreciate your support during this transition and look forward to continuing our work together in this new capacity.

Best regards,

Your Name