

# Employee Role Transition Notification

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Role Transition Notification

Dear [Employee's Name],

We are writing to inform you about your upcoming transition to a new role within the company. Effective [Start Date], you will be moving from your current position as [Current Position] to [New Position].

This decision comes as part of our ongoing efforts to align our team with the strategic goals of the organization. Your experience and skills make you an ideal fit for this new opportunity.

In your new role, you will be responsible for [Briefly describe new responsibilities]. We believe that this position will provide you with a great chance for professional growth and contribution to our team.

Please feel free to reach out to me if you have any questions regarding this transition. We look forward to your continued success in your new role.

Best regards,

[Manager's Name]

[Manager's Position]

[Company Name]

[Contact Information]