

# Employment Role Change Announcement

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Announcement of Employment Role Change

Dear [Employee's Name],

We are pleased to announce that, effective [Insert Effective Date], your role within [Company/Department Name] will transition from [Current Role] to [New Role]. This change reflects your exceptional contributions and our confidence in your abilities to excel in this new position.

In your new role, you will be responsible for [briefly outline new responsibilities]. We believe that these changes will support both your professional development and our organization's goals.

Please feel free to reach out to me with any questions regarding your new responsibilities, or if you need any assistance during this transition.

Congratulations on this exciting new chapter of your career!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]