

Internal Position Change Notification

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Notification of Position Change

Dear [Employee's Name],

We are writing to inform you of an internal position change that has been approved. Effective [Effective Date], you will be transitioning from your current role as [Current Position] to [New Position] within [Department/Team].

This decision has been made after careful consideration of your skills and contributions to our team. We believe that this new role aligns with your career goals and provides an excellent opportunity for your professional development.

Your new responsibilities will include:

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

Please feel free to reach out to me if you have any questions regarding this transition. We are excited about your new role and look forward to your continued success with the company.

Sincerely,

[Manager's Name]

[Manager's Position]

[Company Name]