

# Departmental Role Shift Announcement

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you about an important development within our department.

Effective [Start Date], [Employee's Name] will be transitioning from [Current Role] to [New Role]. This shift is aimed at aligning our team's strengths with our evolving business objectives.

In their new position, [Employee's Name] will be responsible for [Brief Description of New Role Responsibilities]. We believe this change will enhance our team's productivity and foster a more collaborative atmosphere.

Please join me in supporting [Employee's Name] during this transition. Should you have any questions or require further clarification, do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]