

Employee Role Change Announcement

Dear Team,

We are excited to announce that **Employee Name** will be transitioning to a new role as **New Job Title** effective from **Start Date**.

In this new position, **Employee Name** will be responsible for **brief description of responsibilities**. We are confident that their skills and experience will greatly benefit our team and contribute to our objectives.

Please join us in congratulating **Employee Name** on this well-deserved promotion. We look forward to their continued contributions in this new role.

Best regards,

Your Name
Your Job Title
Your Company