

Internal Role Transition Notification

Dear [Employee's Name],

We are pleased to inform you that effective [start date], you will be transitioning into the role of [new position title] within [Department/Team Name]. This decision comes as a result of your exceptional performance and contributions in your current role as [current position title].

Your new responsibilities will include:

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

We believe that this transition will be beneficial for both you and the organization. Your immediate supervisor, [Supervisor's Name], will work closely with you to ensure a smooth transition and will provide any necessary support during this period.

Congratulations on your new role! We are excited to see you continue to grow within our company.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]