

Job Role Transition Notification

Date: [Insert Date]

From: [Your Name]

To: [Employee's Name]

Subject: Job Role Transition and Support Guidance

Dear [Employee's Name],

I hope this message finds you well. I am writing to inform you about your upcoming transition to the [New Job Title] position within our team.

Transition Details

Your transition is scheduled to begin on [Start Date]. During this time, you will be expected to [briefly outline new responsibilities].

Support and Training

To assist you in this transition, we have arranged a series of training sessions that will cover the following topics:

- [Training Topic 1]
- [Training Topic 2]
- [Training Topic 3]

Please feel free to reach out to [Support Person's Name] at [Support Person's Email] for any questions or additional support you may need during this transition period.

Important Dates

Key dates to keep in mind:

- Training Session 1: [Date and Time]
- Training Session 2: [Date and Time]
- Official Transition Date: [Date]

We appreciate your cooperation and dedication during this transition. We are confident that you will excel in your new role and continue to contribute significantly to our team.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]