

Subject: Transition of Responsibilities

Dear [Employee's Name],

We are writing to inform you about an important transition in your role within [Company Name]. Effective [Start Date], you will be taking on new responsibilities as [New Position/Title]. This change is part of our ongoing efforts to align our team with our goals and ensure success in our operations.

Your new responsibilities will include:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]
- [Responsibility 4]

We believe your skills and experiences make you the perfect fit for this role, and we're excited for you to bring your expertise to these new challenges.

If you have any questions regarding your new responsibilities, please feel free to reach out to your manager, [Manager's Name], at [Manager's Email].

Congratulations on your new position!

Best Regards,

[Your Name]
[Your Position]
[Company Name]