

Position Change Notification

Dear [Employee's Name],

We are writing to inform you of an important update regarding your position within [Company Name]. Effective [Effective Date], you will be transitioning from your current role as [Current Position] to [New Position].

This change reflects our confidence in your abilities and the contributions you have made to the team. In your new role, you will be responsible for [briefly outline new responsibilities or duties]. We believe that this position aligns with your career goals and will provide you with new opportunities for professional growth.

Please feel free to reach out if you have any questions or need clarification regarding this change. We look forward to your continued success in your new position.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]