

Departmental Transition Communication

Date: [Insert Date]

Dear [Team/Department Name],

We are writing to inform you of an upcoming transition within our department. Effective [Insert Transition Date], [New Role/Department] will be taking over responsibilities previously held by [Previous Role/Department].

This change is part of our ongoing efforts to enhance our operations and improve service delivery. We are confident that this transition will bring about positive outcomes for our team and overall organization.

Please feel free to reach out to [Contact Person] at [Contact Email/Phone] if you have any questions or need further clarification.

We appreciate your support and cooperation during this period of change.

Best regards,

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