

# Notification of Personnel Shift

Dear Stakeholders,

We wish to inform you of an important personnel change within our organization. Effective [Effective Date], [Former Employee Name] will be transitioning from their role as [Former Position] to [New Position] at [Department/Location]. We are excited about this new opportunity for them and the valuable contributions they have made during their time with us.

We sincerely appreciate your continued support and collaboration as we navigate this change. Should you have any questions or require further information, please do not hesitate to reach out.

Thank you for your understanding.

Best regards,  
[Your Name]  
[Your Position]  
[Your Organization]