

# Announcement of Transition

Dear Team,

We are excited to announce that **[Sales Representative's Name]** will be transitioning to a new role as **[New Position Title]** effective **[Start Date]**.

Throughout **[his/her/their]** time with us, **[Sales Representative's Name]** has made significant contributions to our sales team, consistently exceeding targets and building strong relationships with our clients.

In **[his/her/their]** new role, **[he/she/they]** will be responsible for **[brief description of new responsibilities]**. We are confident that **[Sales Representative's Name]** will excel in this position and continue to drive our success.

Please join us in congratulating **[Sales Representative's Name]** on this well-deserved advancement. We encourage you to reach out to **[him/her/them]** and offer your congratulations.

Thank you for your continued support.

Sincerely,

**[Your Name]**  
**[Your Position Title]**  
**[Company Name]**