

Staffing Transition Announcement

Date: [Insert Date]

Dear [Team/Department Name],

We are writing to inform you about some upcoming changes in our staffing structure. Effective [insert effective date], [Name], who has been our [current position], will be transitioning to [new position or detail about departure].

During this transition period, [Name or Position] will be taking over responsibilities related to [specific tasks or roles]. We want to ensure that this change is seamless, and we are committed to supporting our team during this time. [Name of the successor, if applicable] will be [brief description of the new role].

We appreciate your understanding and support as we make this transition. Should you have any questions or require further information, please do not hesitate to reach out to [Contact Person or HR].

Thank you for your attention to this matter.

Best Regards,
[Your Name]
[Your Position]
[Your Company]