

Staff Job Transition Announcement

Dear Team,

We are writing to inform you about an important transition within our team. Effective [Date], [Employee Name] will be moving from their current position as [Current Position] to the role of [New Position].

[Employee Name] has been with us for [Duration] and has made significant contributions to our organization, including [Brief Description of Contributions]. We are excited to see how [he/she/they] will further impact our team in [his/her/their] new role.

Please join us in congratulating [Employee Name] on this new opportunity, and feel free to reach out to [him/her/them] with your best wishes.

Thank you for your continued support.

Sincerely,

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