

Employee Role Transition Notification

Date: [Insert Date]

Dear [Employee's Name],

We are pleased to inform you that, effective [Start Date of New Role], you will be transitioning to the position of [New Job Title] within [Department/Team Name].

This decision is based on your performance and contributions to our organization, and we believe this new role will provide you with new opportunities for growth.

Your new responsibilities will include:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

Please note that your compensation will be adjusted to reflect your new position, effective [Adjustment Date].

If you have any questions or need further assistance, feel free to reach out to [Supervisor's Name] or the HR department.

Congratulations on your new role!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]