

Job Title Change Announcement

Dear Team,

We are pleased to announce that [Employee's Name] has accepted a new position within our organization. Effective [Date], [Employee's Name] will be changing their job title from [Old Job Title] to [New Job Title].

[Employee's Name] has been with [Company Name] for [Duration] and has made significant contributions in their previous role. We are confident that they will bring the same dedication and expertise to their new position.

Please join us in congratulating [Employee's Name] on this well-deserved change. We look forward to their continued success and the positive impact they will have in their new role.

Thank you for your support.

Sincerely,
[Your Name]
[Your Job Title]
[Company Name]