

## **Subject: Exciting News About My New Role!**

Hi Team,

I hope this message finds you well! I wanted to take a moment to share some personal news with you all. As of next week, I will be transitioning into a new role within our organization.

I've really enjoyed working alongside each of you in my current position and have learned so much from our collaboration. I'm excited about this new opportunity, and I truly hope to apply what I've learned here to contribute in new ways.

Please feel free to reach out to me for anything as I settle into my new responsibilities. I'm looking forward to continuing to work together and supporting each other throughout this transition.

Thank you all for your support and camaraderie. Let's keep in touch!

Best,

[Your Name]