

# Internal Role Transition Announcement

Dear Team,

I am writing to inform you about an important change in our team structure. Effective [Date], [Employee Name] will be transitioning from [Current Role] to [New Role]. This decision has been made to help align our team with our current goals and objectives.

[Employee Name] has been with our team for [Duration] and has made significant contributions, including [mention any notable achievements or contributions]. In their new role, they will be responsible for [brief description of new responsibilities].

Please join me in congratulating [Employee Name] on their new position. I am confident that they will excel in this role and continue to make a positive impact on our team.

If you have any questions or need further clarification, please feel free to reach out to me directly.

Thank you for your understanding and support.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]