

Exciting Role Transition Announcement

Dear Team,

We are thrilled to announce a role transition within our team. Effective [Date], [Employee Name] will be stepping into the position of [New Position] after [Number] years in the role of [Previous Position].

In their new position, [Employee Name] will be responsible for [brief description of new responsibilities]. We are confident that their skills and experience will lead our team to new heights.

We also want to take a moment to thank [Employee Name] for their dedication and hard work in their previous role. Their contributions have been invaluable, and we look forward to supporting them in this new endeavor.

Please join us in congratulating [Employee Name] on this well-deserved transition!

Best regards,

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