

# Announcement of Role Transition

Date: [Insert Date]

Dear Team,

I hope this message finds you well. I am writing to inform you of an important transition within our department.

As of [Insert Effective Date], [Employee Name] will be taking on the role of [New Position] following [Previous Employee Name]'s departure. [Employee Name] has shown exceptional skills in [mention relevant skills or experience], and we are confident that they will excel in this new capacity.

Please join me in congratulating [Employee Name] on this new opportunity. We believe that this change will not only benefit the team but also support our overarching goals to [mention goals or objectives].

Should you have any questions or require further information, please feel free to reach out to me directly.

Thank you for your support during this transition.

Best,

[Your Name]

[Your Position]