

# Role Transition Announcement

Date: [Insert Date]

To: [Team/Department Name]

From: [Your Name]

Subject: Announcement of Role Transition

Dear [Team/Department Name],

I hope this message finds you well. I am writing to inform you about an important transition within our team. As of [effective date], [Employee Name] will be transitioning from their current role as [Current Position] to [New Position].

During their time in the [Current Position], [Employee Name] has made significant contributions, including [briefly mention notable achievements]. We are excited to see them take on new challenges and continue to make a positive impact in their new role.

We believe that this transition will not only benefit [Employee Name]'s professional growth but also enhance our team's overall performance and collaboration.

Please join me in congratulating [Employee Name] on this new role. If you have any questions or need further information, feel free to reach out.

Thank you for your attention to this announcement.

Best regards,

[Your Name]

[Your Position]

[Company Name]