

# Role Transition Announcement

Dear [Stakeholder Name],

We hope this message finds you well. We are writing to inform you of an important transition within our organization that will affect our collaboration moving forward.

As of [Effective Date], [Employee Name] will be stepping into the role of [New Position] at [Company Name]. [He/She/They] has made significant contributions in [Previous Role] and is well-prepared to take on this new challenge.

During this transition period, [Employee Name] will be working closely with [Previous Role Holder] to ensure a smooth handover of responsibilities. We are confident that [Employee Name]'s expertise and dedication will continue to support our commitment to excellence.

If you have any questions or require further information, please do not hesitate to reach out. We appreciate your ongoing support and look forward to our continued partnership.

Best regards,  
[Your Name]  
[Your Position]  
[Company Name]  
[Contact Information]