

Role Transition Announcement

Dear Team,

As discussed in our recent virtual meeting, I am writing to formally announce my transition from the [Current Position] to the [New Position]. This change will be effective as of [Effective Date].

I want to take this opportunity to express my gratitude for your support and collaboration during my time in the current role. I am excited about this new challenge and look forward to continuing to work with all of you in my new capacity.

If you have any questions or wish to discuss this further, please feel free to reach out. I will be happy to address any concerns you may have.

Thank you for your understanding and support during this transition.

Best regards,

[Your Name]

[Your Contact Information]