

Staffing Changes Notification

Date: [Insert Date]

Dear [Team/Department Name],

We would like to inform you about some important staffing changes within our organization. Effective [Insert Effective Date], the following changes will take place:

- **[Employee Name]** will be transitioning from [Old Position] to [New Position].
- **[Employee Name]** will be leaving the organization, with their last day being [Last Working Day].
- **[New Hire Name]** will be joining us as [New Position] starting [Start Date].

We appreciate the contributions of those departing and look forward to welcoming our new team members. If you have any questions, please feel free to reach out.

Thank you for your understanding and support during this transition.

Sincerely,

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