

Announcement of Employee Transition

Dear Team,

We hope this message finds you well. We would like to announce that effective [Date], [Employee Name] will be transitioning from their role as [Current Position] to [New Position].

[Employee Name] has been a crucial part of our team since [Start Date] and has greatly contributed to [specific achievements or projects]. We are excited to see them take on this new challenge and continue their journey with us.

We would like to thank [Employee Name] for their hard work and dedication during their time in their current position. Please join us in congratulating them and offering your support during this transition.

If you have any questions or need further information, feel free to reach out to [Contact Person/Department].

Best regards,

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