

Staff Transition Notification

Dear Team,

As part of our ongoing efforts to enhance our operations and better align our resources, we are undergoing a restructuring process. This transition will involve changes to our team structure and the reassignment of certain roles.

We understand that transitions can be challenging, and we want to ensure that you are supported throughout this process. The following changes will take effect on [Effective Date]:

- [Employee Name] will be transitioning to the role of [New Position].
- [Employee Name] will be leaving the company on [Last Working Day].
- [Employee Name] will be taking on additional responsibilities in [Department/Team].

We are committed to providing support and resources during this time. If you have any questions or need assistance, please do not hesitate to reach out to your manager or the HR department.

Thank you for your understanding and cooperation as we navigate this transition together.

Sincerely,

[Your Name]

[Your Title]

[Company Name]