

# Job Role Change Announcement

Dear Team,

We are excited to announce that **[Employee Name]** will be taking on a new role as **[New Job Title]**, effective from **[Effective Date]**. This change comes as part of our ongoing efforts to align talent with our business goals.

In their new position, **[Employee Name]** will be responsible for **[Brief Description of New Responsibilities]**. We believe that their skills and experience will greatly contribute to our success in this area.

Please join us in congratulating **[Employee Name]** on their new role. We are confident that they will excel and make a positive impact on the team.

If you have any questions, feel free to reach out to **[Manager/Supervisor Name]**.

Best regards,

**[Your Name]**  
**[Your Job Title]**  
**[Company Name]**