

Role Transition Announcement

Dear Team,

I hope this message finds you well. I am writing to inform you of an important transition within our team. Effective [Date], [Employee Name] will be taking on the role of [New Role Title].

[Employee Name] has been an invaluable member of our team, contributing significantly in their previous role as [Previous Role Title]. We are excited to see how they will leverage their skills and experience in this new position.

As [Employee Name] transitions into this role, I encourage everyone to extend your support and collaboration. Together, we can ensure a seamless transition and continued success for our team.

Please join me in congratulating [Employee Name] on this new opportunity. If you have any questions regarding this transition, feel free to reach out.

Thank you for your attention.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]