

# Employee Transition Announcement

Dear Team,

We are writing to inform you of an important transition within our team. Effective [Start Date], [Employee's Name] will be leaving their position as [Job Title] to pursue an opportunity outside of our organization.

During their time with us, [Employee's Name] has made significant contributions to our success, including [brief mention of achievements or projects]. We are grateful for their hard work and dedication and wish them all the best in their future endeavors.

In the interim, [Interim Contact Name or New Hire] will take over [Employee's Name]'s responsibilities. Please feel free to reach out to [Interim Contact Name] at [Email/Phone] for any inquiries during this transition period.

Thank you for your understanding and support as we make this transition.

Sincerely,

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