

Invitation to a Job Transition Discussion

Dear [Employee's Name],

We are excited to invite you to a discussion regarding your upcoming job transition within our organization. We believe this change will provide you with new opportunities to grow and contribute to our team's success.

Please join us on [Date] at [Time] in [Location/Platform] for a detailed overview of your new role, expectations, and the resources available to support you during this transition.

Your contributions have been invaluable, and we look forward to your continued success in your new position.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]