

# Team Transition Announcement

Date: [Insert Date]

Dear Team,

I hope this message finds you well. I am writing to inform you about some important changes that will take place within our team structure.

As of [Insert Transition Date], [Name of the Person/Role] will be stepping into a new role as [New Role/Position]. [He/She/They] have been an invaluable part of our team, and I am confident that [he/she/they] will excel in this new position.

Additionally, we will be welcoming [New Team Member's Name] as our new [Position]. [He/She/They] come with a wealth of experience in [Brief Description of Experience] and will be a great asset to our team.

Please join me in congratulating [Name of the Person/Role] on [his/her/their] new role and welcoming [New Team Member's Name] to our team.

We appreciate your support and understanding during this transition period. Should you have any questions or need further clarification, please feel free to reach out.

Thank you for your continued hard work and commitment.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]