

# Staff Transition Update

Dear Team,

We hope this message finds you well. We are writing to inform you about an important transition in our staff that will take place effective [insert date].

[Employee Name], who has been serving as [Employee's Position], will be moving on to pursue new opportunities. We want to take this opportunity to thank [Employee Name] for their hard work and dedication during their time with us and wish them all the best in their future endeavors.

We are pleased to announce that [New Employee Name] will be stepping into the role of [New Employee's Position]. [New Employee Name] brings a wealth of experience in [briefly describe relevant experience or skills], and we are excited to welcome them to our team.

During this transition period, please feel free to reach out with any questions or concerns. We are committed to ensuring a smooth transition and supporting everyone involved.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]