

Notification of Role Transition

Date: [Insert Date]

To: [Employee's Name]

From: [Supervisor's Name]

Subject: Transition to New Role

Dear [Employee's Name],

We are pleased to inform you that effective [Insert Effective Date], you will be transitioning to the role of [New Role Title] within our organization. This decision comes as a recognition of your hard work and dedication, and we believe you will continue to excel in your new position.

Your new responsibilities will include:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

We are confident that your skills and experience will contribute significantly to your new team and encourage you to embrace this opportunity with enthusiasm.

Please feel free to reach out to me if you have any questions regarding this transition.

Congratulations on your new role!

Sincerely,

[Your Name]

[Your Position]

[Company Name]