

IT Department Role Announcement

Dear Team,

We would like to inform you of an important organizational change within the IT Department. Effective [Date], [Employee Name] will be taking on the role of [New Position]. In this new capacity, [he/she/they] will be responsible for [briefly describe new responsibilities].

[Employee Name] has been with the organization for [duration] and has consistently demonstrated exceptional skills in [mention relevant skills or achievements]. We are confident that [he/she/they] will excel in [his/her/their] new role and contribute significantly to our department's success.

Please join us in congratulating [Employee Name] on this new opportunity. If you have any questions or need further information, feel free to reach out.

Thank you for your attention.

Sincerely,

[Your Name]
[Your Position]
[Company Name]