

Dear [Colleague's Name],

I am writing to express my full support for your transition to the new position of [New Position Title] within our organization. I believe that your skills and experience will greatly benefit the team and contribute to our ongoing success.

Your leadership in [Previous Position/Project] has demonstrated your exceptional abilities in [specific skills or achievements]. I have no doubt that you will continue to excel and inspire others in your new role.

Please know that you have my unwavering support during this transition. Should you need any assistance or collaboration, feel free to reach out to me anytime.

Congratulations on this new opportunity! I am excited to see all that you will accomplish.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]