

Staff Position Transfer Announcement

Date: [Insert Date]

Dear Team,

We would like to announce that [Employee Name] will be transferring from the [Current Department] to the [New Department] effective [Transfer Date]. This move is part of our ongoing efforts to encourage growth and development within our organization.

[Employee Name] has been a valuable member of the [Current Department] team since [Start Date], contributing significantly to [mention notable contributions]. We are confident that [he/she/they] will bring the same level of dedication and expertise to [his/her/their] new role in [New Department].

Please join us in congratulating [Employee Name] on this new opportunity. We wish [him/her/them] all the best in this exciting new chapter of [his/her/their] career.

Best regards,

[Your Name]

[Your Position]

[Company Name]