

Team Change Communication

Dear Team,

We hope this message finds you well. We want to inform you of an upcoming change within our team structure that will take effect on [Effective Date].

As part of our ongoing efforts to enhance collaboration and efficiency, [Name of Departing Team Member] will be transitioning to [New Role/Team] and [New Team Member's Name] will be joining us in the role of [New Position].

We are excited about these changes as they bring new perspectives and opportunities for growth. [New Team Member's Name] will begin on [Start Date], and we encourage everyone to extend a warm welcome.

We appreciate the contributions of [Departing Team Member's Name] and wish them all the best in their new role.

If you have any questions about this transition, please feel free to reach out.

Thank you for your understanding and support.

Best regards,
[Your Name]
[Your Position]