

Announcement of Professional Growth

Dear [Team/Department Name],

I am excited to share some personal news regarding my professional journey. As of [start date], I will be taking on the role of [New Position] within [Company/Organization Name]. This opportunity comes as a result of my dedication to [mention any relevant skills or experiences], and I am eager to embrace this new challenge.

I would like to express my gratitude for the guidance and support I have received from each of you. The experiences we have shared have significantly contributed to my growth, and I look forward to continuing our collaboration in new capacities.

Please feel free to reach out if you have any questions or if you would like to discuss this transition further. Thank you for your support!

Sincerely,

[Your Name]

[Your Current Position]

[Contact Information]