

Contractor Role Change Announcement

Date: [Insert Date]

Dear [Team/Staff Name],

We are writing to inform you of an important change regarding the roles of our contractors. Effective [Insert Effective Date], [Contractor's Name] will be transitioning from their current role as [Current Role] to [New Role]. This change is aimed at leveraging their expertise to better serve our projects and enhance our team dynamics.

[Contractor's Name] has been an invaluable part of our team, contributing significantly to [mention any notable projects or contributions]. We believe this new role will align [his/her/their] skills with our strategic goals.

We ask that you join us in supporting [Contractor's Name] during this transition. Should you have any questions or require further details, please feel free to reach out.

Thank you for your attention, and let's continue to work together as a strong team.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]