

Transition Notice

Dear Colleagues,

I hope this message finds you well. I am writing to inform you of my upcoming transition from my current role at [Current Company Name] to [New Company Name] as of [Transition Date].

It has been a pleasure collaborating with all of you over the years, and I am grateful for the support and partnerships we have developed together. I look forward to leveraging my experience and continuing to work with you in my new position.

Please feel free to reach out to me at my new email: [New Email Address] or my phone number: [New Phone Number]. I would love to stay connected and continue our professional relationship.

Thank you for your understanding, and I look forward to our continued collaboration.

Best regards,

[Your Name]

[Your Job Title]

[New Company Name]

[New Phone Number]

[New Email Address]