

Notice of Personnel Changes

Date: [Insert Date]

Dear [Team/Department/All Staff],

We are writing to inform you about some important personnel changes within our organization.

1. [Employee Name], who served as [Job Title], will be transitioning to [New Position/Department] effective [Date]. We thank [Employee Name] for their hard work and dedication in their previous role and wish them great success in their new position.
2. We are pleased to announce that [New Employee Name] will be joining us as [Job Title] starting on [Start Date]. [New Employee Name] brings [brief background or experience] and will be a valuable addition to our team.

We encourage you to reach out to [Employee Name] and [New Employee Name] to welcome them and provide support during this transition.

If you have any questions or require further information, please do not hesitate to contact [Contact Person/Department].

Thank you for your attention and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]