

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Employee Transition Announcement

We hope this message finds you well. We are writing to inform you about an important transition regarding your role at [Company Name].

Effective [Date], you will be transitioning from your current position as [Current Position] to [New Position/Department] due to [reason for transition, e.g., internal restructuring, personal reasons, promotion].

This transition is part of our commitment to [briefly state the company's goal related to employee development, efficiency, etc.].

Your last day in your current role will be [Last Day in Current Role], and you will begin your new role on [First Day in New Role]. We are confident that you will bring your valuable skills and experience to this new position and continue to be an asset to our team.

Please feel free to reach out if you have any questions or need further information during this transition period.

Thank you for your hard work and dedication. We look forward to seeing your continued success at [Company Name].

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]