

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

Dear [Recipient Name],

Subject: Office Staff Announcement

We are pleased to announce that [Name of the employee], who has been with us as [previous position] in the [Department/Team], will be taking on the new role of [new position] effective [start date].

[Employee's Name] has demonstrated exceptional skills in [mention relevant skills/experiences] during their tenure with us and we believe they will excel in this new position.

Please join us in congratulating [Employee's Name] on their new role. We look forward to their continued contributions and wish them great success in their new responsibilities.

If you have any questions or need further information, feel free to reach out.

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Your Contact Information]