

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Job Migration Announcement

We are writing to formally announce your upcoming job migration to [New Department/Position] effective [Start Date]. This transition is part of our ongoing efforts to align our workforce with the strategic goals of our organization.

Your new role as [New Job Title] entails [brief description of new responsibilities]. We believe that your skills and experience will significantly contribute to the success of [New Department/Team]. Please take note of the following important details regarding this transition:

- **\*\*Effective Date\*\***: [Start Date]
- **\*\*Reporting To\*\***: [New Supervisor's Name and Title]
- **\*\*Location\*\***: [New Work Location if applicable]
- **\*\*Training/Orientation\*\***: [Details about any training sessions or orientations]

We appreciate your hard work and dedication in your previous role and are confident that you will thrive in your new position. Should you have any questions or need further assistance during this transition, please do not hesitate to reach out to [HR contact name and details].

Congratulations on this new chapter in your career at [Company Name]!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]