

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Transition to New Position

We are pleased to inform you about your upcoming transition to the role of [New Position Title] within [Department/Team] effective [Start Date]. This change reflects our confidence in your skills and contributions to [Company Name].

Your new responsibilities will include:

- [Responsibility 1]

- [Responsibility 2]

- [Responsibility 3]

We believe that this transition will align better with your career aspirations and enhance your professional development. Your current salary will be adjusted to [New Salary] and you will report to [New Supervisor's Name].

We appreciate your hard work and dedication, and we are excited to see how you will grow in this new role.

Please feel free to reach out to me if you have any questions.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]

[Attachment: Transition Plan, if applicable]