

Date: [Date]

To: [Employee Name]

Current Position: [Current Job Title]

New Position: [New Management Job Title]

Welcome to Your New Management Role

Dear [Employee Name],

Congratulations on your transition to the [Department Name] team. We are excited to officially welcome you to your new role as [New Job Title], effective [Start Date].

Your previous contributions at [Company Name] have been highly valued, and we look forward to the leadership and expertise you will bring to this new position. As you transition into this management role, your primary focus will be [Brief Description of Key Responsibility].

Onboarding Details:

- **Reporting Manager:** [Manager Name/Title]
- **Work Location/Format:** [Office Location or Remote/Hybrid Status]
- **First Week Schedule:** [Brief detail, e.g., Strategy meeting on Monday at 10:00 AM]

Next Steps:

Over the next few days, you will receive a transition plan detailing your handover process and specific management training modules. We have also scheduled introductory meetings with your new direct reports and key stakeholders.

If you have any questions regarding your new compensation package or internal transfer logistics, please reach out to [HR Contact Name] in the Human Resources department.

We are confident that you will excel in this new capacity and continue to help [Company Name] grow.

Best regards,

[Sender Name]

[Sender Title]

[Company Name]