

To: [Department Name/All Staff]

From: [Name of Manager/HR]

Date: [Date]

Subject: Announcement: [Employee Name] Transitioning to [New Role Name]

Dear Team,

I am pleased to announce that **[Employee Name]** will be transitioning into a new role as **[New Job Title]** within the **[New Department Name]** department, effective **[Start Date]**.

Since joining the **[Current Department Name]** team as **[Current Job Title]**, [Employee Name] has made significant contributions, including [brief mention of a key achievement or project]. While we will miss [him/her/them] in our immediate department, we are excited to see [him/her/them] take this next step in [his/her/their] career within the company.

In the new role, [Employee Name] will be responsible for [brief description of 1-2 primary responsibilities]. [He/She/They] will be reporting to [Manager Name].

Regarding current projects, [Employee Name] will be working closely with the team over the next [Number] weeks to ensure a smooth handover of responsibilities. Please reach out to [Point of Contact Name] for any matters previously handled by [Employee Name] after [Transition Date].

Please join me in congratulating [Employee Name] on this new opportunity and wishing [him/her/them] continued success.

Best regards,

[Your Name]
[Your Job Title]