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Role change announcement samples

Below are job transition email templates for lateral moves and promotions.

Internal transfer email template for lateral move

Subject: A Warm Welcome From [new department name] to [employee full name]

Hello team,

We're delighted to announce that [employee name] is moving to [department name], effective [transfer date].

[Employee name] has been pivotal as part of the [current department]'s success, contributing significantly in the following areas:

[short bulleted list of achievements]

Our leadership team is confident that [he/she/they] will bring the same excellent attitude and work ethic to the [new team]. The reason for their move is [brief description of reason], and we see this transition as beneficial for [employee name] as well as bringing value to their new team.

Please join me in congratulating [employee name] as they embark on this exciting new challenge. If you have any queries regarding the move, don't hesitate to reach out to me personally.

Best regards,

[Your email signature]



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Internal transfer email template for promotion

Subject: Congratulations to [employee name], Our New [management role]

Good morning/afternoon,

It's our pleasure to announce that [employee name] has been promoted to the position of [management role], effective [promotion date].

Over the past 5 years, [employee name] has consistently gone the extra mile to exceed organizational goals and inspire those around [her/him/them] to do the same.

[Employee name]'s extensive knowledge and experience in [their field] has helped the company grow in the following ways:

[Brief bullets outlining key achievements]

We're confident that, in the capacity of their new role, [employee name] will motivate those around [her/him/them] to achieve [current departmental goals] and reach their own personal milestones.

Please join me in congratulating [employee name] on their promotion and wishing them all the best in their new role. If you have any questions regarding the matter, please get in touch with me using this email address.

All the best,

[email signature]

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