

Executive Hiring Update

Dear Team,

I am writing to provide you with an update on our executive hiring process. As you are aware, we have been actively searching for a new **Chief Operating Officer** to join our leadership team and drive our strategic initiatives.

We are pleased to announce that we have shortlisted three candidates who possess a strong background in operations and have extensive leadership experience in our industry.

Next Steps:

- Interviews will be conducted over the next two weeks.
- The selection committee will evaluate candidates based on their experience and cultural fit.
- We aim to make a final decision by the end of this month.

Your input is invaluable during this process, and I encourage you to share any thoughts you may have on the qualities we should prioritize in our new COO.

Thank you for your continued support and engagement.

Sincerely,

[Your Name]
[Your Position]
[Company Name]