

# Leadership Restructuring Update

Date: [Insert Date]

Dear [Team/Staff/Employees],

We are writing to inform you about important changes in our leadership structure that are aimed at enhancing our operations and better serving our clients.

Effective [Insert Effective Date], the following changes will take place:

- **[Name]** will assume the role of [New Position], bringing [his/her/their] extensive experience in [relevant experience].
- **[Name]** will transition to the position of [New Position], where [he/she/they] will focus on [specific responsibilities].
- **[Name]** will be stepping down from [Previous Position] but will assist in the transition until [date].

We believe that these changes will position us to achieve our strategic goals and foster a more collaborative work environment. We are committed to supporting each other through this transition and ensure a smooth adjustment for everyone involved.

If you have any questions or concerns regarding the restructuring, please do not hesitate to reach out to your direct manager or [Name/Position].

Thank you for your continued dedication and support during this time of change.

Sincerely,

[Your Name]

[Your Position]

[Company Name]