

Dear Team,

We hope this message finds you well. We want to inform you about upcoming changes in our executive team that will take effect on [Effective Date].

[Name], our [Current Position], has decided to [reason for leaving or transition], and we want to take a moment to acknowledge their contributions to our organization. [Name] has been instrumental in [mention key achievements or contributions], and we are grateful for their dedication and leadership.

We are pleased to announce that [New Name] will be stepping into the role of [New Position]. [New Name] has been with us for [duration] and has shown exceptional leadership in [mention relevant experiences or roles]. We are confident that they will bring a fresh perspective and drive our initiatives forward.

During this transition, [New Name] will be working closely with [Name] to ensure a smooth handover of responsibilities and maintain our commitment to [company values/goals].

We encourage open communication during this time and invite you to reach out to your managers with any questions you may have. Thank you for your continued commitment and support as we navigate this transition.

Best regards,

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