

Management Transition Announcement

Dear [Team/Employees/Stakeholders],

We are writing to inform you of an important transition within our management team. Effective [Date], [Name] will be stepping down from their position as [Previous Position] and will be succeeded by [New Name], who will assume the role of [New Position].

We would like to take this opportunity to thank [Name] for their dedication and contributions during their time with us. [He/She/They] has been instrumental in [mention specific achievements or contributions]. We wish [Name] all the best in [his/her/their] future endeavors.

[New Name] joins us with [brief background of new hire, including previous roles and relevant experience]. We are confident that [he/she/they] will bring valuable insights and leadership to our organization.

Please join us in welcoming [New Name] to their new role. We look forward to your continued support as we navigate this transition. If you have any questions or concerns, please feel free to reach out to [Contact Information].

Thank you,
[Your Name]
[Your Position]
[Company Name]