

# Statement on Management Changes

Date: [Insert Date]

Dear [Stakeholders/Employees/Clients],

We would like to formally announce a change in our management team. As of [effective date], [Name], who has served as [previous position], will be stepping down from their role due to [reason, e.g., personal reasons, new opportunities, etc.]. We sincerely thank [Name] for their contributions and wish them all the best in their future endeavors.

We are pleased to announce that [New Name] will be taking over as [New Position]. [New Name] brings [brief description of experience, achievements, etc.]. We are confident that [he/she/they] will lead our team toward continued success.

We appreciate your understanding and support during this transition. Should you have any questions, feel free to reach out to us directly.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]