

# Dear [Team/Department Name],

We are reaching out to inform you of the upcoming restructuring of our Executive Leadership Team, effective [date]. This decision has been made to enhance our strategic direction and better align our leadership capabilities with our organizational goals.

The restructured leadership team will consist of the following key positions:

- [Position Title 1] - [Name]
- [Position Title 2] - [Name]
- [Position Title 3] - [Name]
- [Position Title 4] - [Name]

Each member of the leadership team will bring a wealth of experience and insight to their respective roles. We are confident that this new structure will drive innovation and improve our operational effectiveness.

We appreciate your continued support and commitment during this transition period. If you have any questions or would like to discuss this further, please do not hesitate to reach out to [Contact Person].

Thank you for your understanding.

Sincerely,  
[Your Name]  
[Your Title]  
[Company Name]