

Dear Team,

We are writing to inform you of an important change in our leadership team. Effective [start date], [New CEO Name] will be joining us as the new Chief Executive Officer of [Company Name].

[New CEO Name] comes to us with [brief background of the new CEO, including relevant experience and previous roles]. We are confident that [he/she/they] will lead our company into a new chapter of growth and innovation.

We would also like to take this opportunity to thank [Outgoing CEO Name] for [his/her/their] leadership, dedication, and contributions over the years. [He/She/They] has played a pivotal role in our success, and we wish [him/her/them] all the best in [his/her/their] future endeavors.

We encourage you to join us in welcoming [New CEO Name] to the team. Please feel free to reach out with any questions or concerns.

Best regards,
[Your Name]
[Your Title]
[Company Name]