

Executive Change Announcement

Date: [Insert Date]

Dear [Team/Employees/Stakeholders],

We are writing to inform you of an important change in our executive team. Effective [Insert Effective Date], [Name of outgoing executive] will be stepping down as [Title] of [Company Name]. We want to take this opportunity to thank [him/her/them] for [his/her/their] invaluable contributions during [his/her/their] tenure.

We are pleased to announce that [Name of incoming executive] will be taking over the role of [Title]. [He/She/They] brings [number] years of experience in [relevant industry/field] and has a proven track record of [mention relevant achievements or qualities]. We are confident that [his/her/their] leadership will guide our company towards continued growth and success.

We encourage you to welcome [Name of incoming executive] and reach out with any questions or concerns you may have during this transition period.

Thank you for your continued dedication to [Company Name].

Sincerely,

[Your Name]

[Your Title]

[Company Name]