

Letter of Modification for Senior Leadership

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Company: [Company Name]

Address: [Company Address]

Dear [Recipient's Name],

We are writing to inform you of an important modification regarding senior leadership within our organization. As part of our ongoing efforts to enhance operational effectiveness and drive future growth, we have made the following changes:

- The appointment of [New Leader's Name] as [New Position] effective [Effective Date].
- [Leader's Name], who previously held the position of [Previous Position], will transition to [New Role or Leave Position].

We believe these changes will not only strengthen our leadership team but also provide fresh perspectives to navigate upcoming challenges.

Thank you for your continued support and commitment to our organization. If you have any questions regarding these modifications, please feel free to reach out.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]