

Executive Change Notification

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Sender Name]

Subject: Notification of Executive Change

Dear [Recipient Name],

We are writing to formally notify you of a significant change within our executive team. As of [Effective Date], [New Executive Name] will assume the role of [New Executive Position]. This decision has been made to [briefly state reasons for the change, if applicable].

[New Executive Name] brings a wealth of experience in [mention relevant experience or background] and we are confident that this transition will bring about positive growth for our organization.

We would also like to extend our gratitude to [Outgoing Executive Name] for their invaluable contributions during their tenure as [Outgoing Executive Position]. We wish them all the best in their future endeavors.

If you have any questions or need further information, please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]