

# Announcement of Leadership Team Changes

Dear [Company Name] Team,

We hope this message finds you well. We are writing to inform you of some important changes to our leadership team that will take effect on [date].

## New Appointments

We are pleased to announce that [Name] will be joining us as [New Position]. With [his/her/their] extensive experience in [relevant field/industry], we are confident that [he/she/they] will make significant contributions to our team.

## Departures

At the same time, we would like to acknowledge the contributions of [Name], who has decided to pursue [his/her/their] career opportunities elsewhere. We thank [him/her/them] for [his/her/their] hard work and dedication and wish [him/her/them] all the best in [his/her/their] future endeavors.

## Looking Ahead

We believe these changes will strengthen our leadership team and help us continue to achieve our goals. Please join us in welcoming [Name] to [Company Name] and celebrating [Name]'s contributions as [he/she/they] moves forward.

Thank you for your continued support.

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]