

Management Change Announcement

Date: [Insert Date]

Dear [Team/Employees/Stakeholders],

We are writing to inform you of a significant change in our management team. Effective [Insert Effective Date], [Name of outgoing manager] will be stepping down from their position as [Position Title]. We appreciate their contributions and wish them all the best in their future endeavors.

We are pleased to announce that [Name of incoming manager] will be taking over the role of [New Position Title]. [Name] brings [brief description of experience or qualifications] and is excited to lead our team towards [mention any goals or vision].

We understand that change can be challenging, but we are confident that this transition will bring about positive growth and development for our organization.

Thank you for your ongoing support as we navigate this change.

Sincerely,

[Your Name]

[Your Position]

[Company Name]