

Subject: Leadership Restructuring Announcement

Dear Team,

We hope this message finds you well. As part of our ongoing commitment to improve our team dynamics and enhance our performance, we are announcing a restructuring of our leadership team.

Effective [insert date], [Name] will transition to the role of [New Position] and take responsibility for [specific duties or areas]. We are confident that [his/her/their] experience and vision will greatly benefit our team moving forward.

Additionally, [Name] will be stepping into the position of [New Position] to focus on [specific duties or areas]. We believe this change will foster new ideas and strategies that will elevate our game.

We understand that change can be challenging, but we encourage everyone to embrace this opportunity for growth and collaboration. It's our collective effort that will lead us to success.

Thank you for your continued dedication and hard work.

Best regards,

[Your Name]
[Your Position]
[Team Name]