

Announcement of Management Changes

Dear Team Members,

We hope this message finds you well. We are writing to inform you about some important changes in our management team that will take effect starting [Effective Date].

1. **[Name]**, our current [Position], will be transitioning to [New Position]. We appreciate their hard work and dedication over the years and believe that this change will utilize their strengths effectively.
2. We are pleased to introduce **[New Hire Name]** as our new [Position]. [New Hire Name] brings a wealth of experience and a proven track record in [Relevant Experience]. We are excited to welcome them to our team.
3. Additionally, **[Name]** will be stepping down from their role as [Position] due to [Reason, if appropriate]. We thank them for their contributions and wish them the best in their future endeavors.

We believe these changes will enhance our team's performance and align with our goals for the upcoming season. Please join us in supporting one another during this transition.

Thank you for your continued hard work and dedication.

Best regards,

[Your Name]

[Your Position]

[Team Name]