

Subject: Management Change Announcement

Dear Team,

We are writing to inform you of an important change in our management structure. Effective [Insert Date], [Insert Name] will be stepping into the role of [Insert New Position] following [Insert Previous Name]'s departure/retirement.

[Insert Name] has been with our organization for [Insert Duration] and has demonstrated exceptional leadership and commitment to our goals. We are confident that [he/she/they] will successfully guide our team through this transition.

We would like to take this opportunity to thank [Insert Previous Name] for [his/her/their] invaluable contributions during [his/her/their] tenure. We wish [him/her/them] all the best in [his/her/their] future endeavors.

If you have any questions or concerns regarding this change, please feel free to reach out to [Insert Contact Person's Name and Position].

Thank you for your continued support and dedication to our team.

Sincerely,

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