

Notice of Executive Team Restructuring

Date: [Insert Date]

To: [All Employees/Specific Departments]

From: [CEO/Management Team]

Subject: Important Updates Regarding Executive Team Restructuring

Dear Team,

As part of our ongoing efforts to enhance our organizational effectiveness and align our leadership structure with our strategic goals, we are implementing a restructuring within the executive team.

Effective [Insert Effective Date], the following changes will take place:

- [Name], currently [Current Position], will transition to [New Position].
- [Name], currently [Current Position], will take on the role of [New Position].
- [Name], [New Hire or Promotion] will join our team as [Position].

These changes are an important part of our strategy to better serve our clients and strengthen our company. We believe that the new structure will allow us to respond more effectively to challenges and opportunities in our market.

We appreciate your understanding and support during this transition. Please feel free to reach out to your supervisors or HR with any questions or concerns.

Thank you for your continued dedication and hard work.

Sincerely,

[Your Name]

[Your Title]

[Company Name]