

Management Reshuffling Announcement

Dear Team,

We want to take a moment to inform you about some changes in our management structure that will take effect on [date]. These changes are part of our ongoing commitment to enhance our operations and better serve our clients.

The following adjustments will be made:

- [Name] will transition to the role of [New Position].
- [Name] will take on the responsibilities of [New Position].
- [Name] will be leaving the company, and we thank them for their contributions.

We believe that these changes will position us for future success and improve our overall effectiveness. Your support and understanding during this transition period is appreciated.

If you have any questions or concerns, feel free to reach out to your direct manager or HR.

Thank you for your continued dedication to our company's mission.

Sincerely,

[Your Name]

[Your Position]

[Company Name]