

Executive Team Transition Update

Date: [Insert Date]

Dear [Team/Department Name],

We hope this message finds you well. We are writing to inform you about an important transition within our executive team. As part of our ongoing efforts to align our leadership with our strategic goals, we have made the following changes:

- **[Name]** will be stepping into the role of **[New Position]** effective **[Date]**. **[Brief background about the individual and their accomplishments]**.
- **[Name]** will be leaving their position as **[Current Position]**, and we thank them for their contributions and wish them the best in their future endeavors.

We are confident that these changes will lead to continued success for our organization. We appreciate your support during this transition period. Please feel free to reach out to **[Contact Person]** if you have any questions or concerns.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Position]
[Company Name]