

Leadership Restructuring Notification

Date: [Insert Date]

Dear [Team/Department Name],

We are writing to inform you of an important change in our leadership structure that will take effect on [effective date]. As part of our ongoing commitment to improvement and growth, we have made the decision to restructure our leadership team to better align with our strategic goals.

Effective [effective date], [Name] will be stepping into the role of [New Position]. In this capacity, [he/she/they] will be responsible for [brief description of responsibilities]. We believe that [Name]'s experience and vision will bring significant value to our organization.

Additionally, [Name] will be transitioning from [Current Position] to [New Position/Title]. We are confident that this change will enhance our team dynamics and improve our operational efficiency.

We appreciate your support and understanding during this transition. Should you have any questions or concerns, please feel free to reach out to [Contact Person] at [Contact Information].

Thank you for your continued dedication and hard work.

Sincerely,

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