

Subject: Updates to Management Team Structure

Dear Team,

We are writing to inform you of some important updates to our management team structure that will take effect from [Effective Date]. These changes are aimed at enhancing our collaborative efforts and improving our operational efficiency.

New Appointments:

- [Name] - [Position] - [Brief description of responsibilities]
- [Name] - [Position] - [Brief description of responsibilities]

Team Reassignments:

- [Name] will now report to [New Manager's Name].
- [Name] will transition to the [Department/Position].

Departures:

We would also like to acknowledge the departure of [Name] from their position as [Position]. We wish them all the best in their future endeavors.

We believe these changes will foster a more effective management structure and contribute to our overall success. If you have any questions or concerns regarding these updates, please do not hesitate to reach out.

Thank you for your continued support.

Best regards,
[Your Name]
[Your Position]