

Notice of Changes in Executive Management

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you of recent changes to our executive management team that will take effect on [Effective Date]. Due to [reason for the changes, e.g., restructuring, retirement, etc.], we have made the following appointments:

- **[Name]** - [New Position] (previously held [Previous Position])
- **[Name]** - [New Position] (previously held [Previous Position])
- **[Name]** - [New Position] (previously held [Previous Position])

These changes reflect our commitment to ensure our leadership aligns with our strategic goals and objectives. We are confident that our new executive team will contribute positively to [Company Name]'s growth and success.

We appreciate your understanding and support during this transition. Should you have any questions, please do not hesitate to reach out.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]