

Executive Restructuring Update

Date: [Insert Date]

Dear [Team/Employees/Staff],

We hope this message finds you well. We are reaching out to provide you with an important update regarding our recent executive restructuring.

As part of our commitment to aligning our leadership with our strategic goals, we have made some significant changes within our executive team:

- **[Name]** has been appointed as **[New Position]**.
- **[Name]** will transition to **[New Position]**.
- **[Name]** will be leaving the company effective **[Date]**.

These changes are aimed at enhancing our operational efficiency and better positioning us for future growth. We are confident that our new leadership structure will enable us to achieve greater success as we move forward.

We value your contributions and appreciate your understanding during this time of transition. Should you have any questions or require further information, please do not hesitate to reach out.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Title]

[Company Name]