

Announcement of Leadership Team Changes

Dear Team,

We are excited to announce some important changes to our leadership team that will help us continue to grow and excel as an organization.

New Appointments

- **Jane Doe** - Promoted to Chief Operating Officer
- **John Smith** - Appointed as Chief Financial Officer

Departures

We would like to thank **Mary Johnson** for her contributions as Chief Marketing Officer. She will be leaving us to pursue new opportunities.

These changes take effect immediately and we are confident that they will lead us to new heights.

If you have any questions or concerns, please feel free to reach out to your managers.

Thank you for your commitment and support during this transition.

Sincerely,

The Executive Team