

Management Transition Notification

Date: [Insert Date]

Dear [Employee/Team Name],

We are writing to inform you of an important transition in our management team. Effective [Insert Effective Date], [New Manager's Name] will be assuming the role of [New Position] at [Company Name]. [He/She/They] will be succeeding [Outgoing Manager's Name], who has decided to [brief explanation of departure, e.g., pursue other opportunities, relocate, etc.].

[New Manager's Name] has been with [Company Name] for [duration] and brings a wealth of experience in [brief overview of previous roles and relevant experience]. We are confident that [he/she/they] will lead our team effectively and continue the positive momentum we have built.

We would like to take this opportunity to thank [Outgoing Manager's Name] for [his/her/their] invaluable contributions to the company, and we wish [him/her/them] the best in [his/her/their] future endeavors.

Please join us for an informal meet-and-greet with [New Manager's Name] on [Date] at [Time] in [Location]. This will be a great opportunity to welcome [him/her/them] and ask any questions you may have.

Thank you for your attention to this announcement. We appreciate your continued support as we navigate this transition.

Sincerely,

[Your Name]

[Your Position]

[Company Name]