

# Dear Shareholder,

We hope this message finds you well. We are writing to inform you of an important development in our executive leadership team.

As of [Effective Date], [Executive Name] has been appointed as our new [Position, e.g., Chief Executive Officer]. [He/She/They] bring[s] a wealth of experience in [relevant background or achievements], and we are confident that [his/her/their] leadership will guide our company to new heights.

In addition, we are pleased to announce that [Additional Executive Name] will be stepping into the role of [New Position], effective [Effective Date]. [His/Her/Their] experience in [relevant background or achievements] will be critical as we continue to innovate and expand our market presence.

We will be hosting a briefing on [Date] at [Location/Platform] to discuss our new leadership structure and the strategic vision moving forward. We encourage your attendance as we will address any questions you may have.

Thank you for your continued support and trust in [Company Name]. We look forward to embarking on this new chapter together.

Sincerely,

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