

# Subject: Announcement of Executive Leadership Change

Dear Team,

We are writing to inform you of an important change in our executive leadership team. Effective [Date], [Name], who has served as [Previous Position], has decided to [reason for departure or change, e.g., retire, pursue new opportunities]. We are grateful for [his/her/their] contributions and wish [him/her/them] the best in [his/her/their] future endeavors.

We are pleased to announce that [New Name] will be stepping into the role of [New Position]. With [his/her/their] extensive experience in [relevant experience], [he/she/they] is well-equipped to lead us into the next phase of our journey. [Optional: Include a brief background about the new executive.]

We understand that transitions can bring questions and concerns, and we encourage you to reach out to [HR/Corporate Communications] if you have any inquiries. We are committed to supporting you throughout this transition and ensuring our team's continued success.

Thank you for your ongoing dedication and support.

Sincerely,

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