

Executive Leadership Transition Announcement

Dear Team,

We are writing to inform you of an exciting transition within our executive leadership team. Effective [date], [Name], currently serving as [Current Position], will be stepping into the role of [New Position].

[Name] has been with [Company Name] for [number of years] years and has made significant contributions to our growth and success. We are confident that [he/she/they] will bring [his/her/their] expertise and vision to [New Position].

Furthermore, we are pleased to announce that [Name], currently [Current Position], will be taking on the role of [Next Position] effective [date]. We believe that [he/she/they] is well-suited to lead [specific team or initiative].

We appreciate your continued support and dedication during this transition. There will be a town hall meeting on [date] where we will discuss this change in more detail and answer any questions you may have.

Thank you for your hard work and commitment to [Company Name].

Best regards,
[Your Name]
[Your Position]
[Company Name]