

Subject: Executive Team Restructuring Announcement

Dear Team,

We are writing to inform you about some important changes to our executive team structure. As part of our commitment to continuous improvement and strategic alignment, we have decided to restructure our executive team to enhance our operational efficiency and better serve our clients.

Effective [Date], the following changes will take place:

- **[Name]** will assume the role of [New Position], focusing on [specific responsibilities].
- **[Name]** will transition to [New Position], where they will lead [specific area].
- **[Name]** will be appointed to [New Position] and will be responsible for [specific responsibilities].

We are confident that these changes will drive us towards achieving our goals and sustaining our competitive edge in the market. We appreciate your continued dedication and support during this transition.

If you have any questions regarding this restructuring, please do not hesitate to reach out to us.

Best regards,

[Your Name]

[Your Position]

[Company Name]