

# Letter of Leadership Adjustment

Date: [Insert Date]

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Leadership Adjustment Announcement

I hope this message finds you well. I am writing to inform you of a recent adjustment in our leadership team that will enhance our strategic direction and operations.

Effective [Effective Date], [New Leader's Name] will be taking on the role of [New Position]. [He/She/They] brings a wealth of experience in [briefly mention relevant experience or achievements]. I am confident that [his/her/their] leadership will drive our team toward achieving greater success.

Please join me in welcoming [New Leader's Name] to this important position. I encourage you to reach out to [him/her/them] to offer your support and collaboration as we move forward.

Thank you for your attention to this important announcement. Should you have any questions or require further information, please do not hesitate to contact me directly.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Title]

[Contact Information]