

Important Announcement

Dear Team,

We hope this message finds you well. We are writing to inform you about a significant shift in our leadership structure.

Effective [Date], [Name] will be stepping down from their position as [Title]. We want to take this opportunity to express our gratitude for their invaluable contributions and leadership during their tenure.

We are pleased to announce that [New Name] will be taking over as [New Title]. [New Name] brings a wealth of experience and a fresh perspective that we believe will greatly benefit our team.

We appreciate your continued support during this transition and encourage you to reach out with any questions or concerns.

Thank you for your understanding.

Sincerely,
[Your Name]
[Your Position]