

Official Notice

Date: [Insert Date]

To: [Employee/Team Name]

Subject: Leadership Team Modification

Dear [Recipient's Name],

We would like to inform you of an important modification to our leadership team that will take effect on [effective date]. This change is in line with our commitment to enhancing our organizational effectiveness and driving our strategic goals forward.

Effective immediately, [Name], currently [Current Position], will assume the role of [New Position]. In this capacity, [he/she/they] will be responsible for [brief description of responsibilities].

Additionally, [Name], who has served as [Previous Position], will be transitioning to [New Position or provide details of any repositioning]. We believe that [his/her/their] experience and leadership will contribute greatly to our future success.

We appreciate the contributions of all our leaders and are excited for the future direction of our organization. Please join us in congratulating [Name] on [his/her/their] new role and offering [him/her/them] your full support as [he/she/they] transitions into this position.

If you have any questions regarding this change, please feel free to reach out to [Contact Person or Department].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]