

# Announcement of Changes in Executive Team

Dear [Company Name] Team,

We are writing to inform you of some important changes in our executive team that will take effect on [Effective Date].

Effective immediately, [Name] will be stepping into the role of [New Position] as [Previous Position] moves on to [Next Opportunity or Retirement]. We want to take this opportunity to thank [Previous Position] for their contributions and dedication during their tenure.

Additionally, we are pleased to announce that [Name] will be joining us as [New Position] starting on [Start Date]. [Brief Description of Background and Qualifications]. We believe that [Name] will bring valuable experience and insights to our leadership team.

Please join us in welcoming [Name] to their new role and extending your gratitude to [Previous Position] for their hard work.

If you have any questions or would like to discuss this further, please feel free to reach out to [Contact Person or HR Department].

Thank you for your continued dedication to [Company Name].

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]