

Executive Leadership Change Update

Dear Team,

We are writing to inform you about a significant change in our executive leadership team. Effective [Effective Date], [Name], who has served as [Previous Position], will be transitioning to [New Position/Other Opportunities/Retirement].

We want to take this opportunity to express our gratitude for [Name]'s dedication and contributions to the company over the years. [He/She/They] have played a crucial role in [achievements or contributions].

In the interim, [Name of Interim Leader or New Appointee] will be taking over the responsibilities. We are confident that [he/she/they] will provide excellent leadership during this transition.

We appreciate your understanding and support during this time of change. Please join us in wishing [Name] all the best in [his/her/their] future endeavors.

Thank you for your continued commitment to our organization.

Sincerely,

[Your Name]
[Your Title]
[Company Name]