

# Notification of Leadership Structure Alteration

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Insert Your Name/Department]

Subject: Leadership Structure Change Notification

Dear [Recipient's Name],

We are writing to inform you of changes to our leadership structure effective [Insert Effective Date]. These changes are part of our ongoing efforts to improve organizational efficiency and to better serve our stakeholders.

The following adjustments will be made:

- [Position Title] - [Name of New Leader] will assume this role.
- [Position Title] - [Name of New Leader] will be transitioning to this position.
- [Any other relevant details about the alterations].

We appreciate the support of our teams during this transition and are confident that these changes will help us achieve our strategic objectives more effectively.

If you have any questions regarding these changes, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]