

Notification of Leadership Team Adjustments

Dear Team,

We would like to inform you about recent adjustments to our leadership team as part of our ongoing efforts to align our organizational goals and enhance our operational efficiency.

Effective [Date], the following changes will take place:

- [Name] will be assuming the role of [New Position].
- [Name] will transition to [New Role/Department].
- [Name] is stepping down from [Position] and will be [New Opportunity/Role].

We appreciate the contributions of each individual in their respective roles and are confident that these adjustments will further strengthen our leadership capabilities.

If you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your continued dedication and support.

Sincerely,

[Your Name]

[Your Position]

[Company Name]