

Important Announcement: Restructuring of Leadership Positions

Dear Team,

We are writing to inform you about a significant restructuring initiative that will impact our leadership positions within the organization. This change is part of our ongoing efforts to enhance operational efficiency and drive better alignment with our strategic goals.

Effective [insert date], the following changes will take place:

- **[Current Position]** will transition to [New Position] held by [New Leader's Name].
- **[Current Position]** will be eliminated, and responsibilities will be redistributed among [Team/Department].
- **[Current Position]** will be filled by [New Leader's Name] who joins us from [Previous Company/Position].

We believe these changes will help us accelerate our growth and create a more agile organization. Please join us for a company-wide meeting on [insert date] where we will discuss these changes in more detail and address any questions you may have.

Thank you for your understanding and continued dedication as we navigate through this transition.

Sincerely,
[Your Name]
[Your Position]
[Company Name]