

# CEO Change Notification

Dear [Company Name] Team,

We are writing to inform you of a significant change in our leadership team. Effective [Effective Date], [New CEO Name] will be joining us as the new Chief Executive Officer of [Company Name].

[New CEO Name] brings a wealth of experience and a proven track record in [briefly mention relevant experience]. We are confident that under [his/her/their] leadership, [Company Name] will continue to thrive and achieve new heights.

We would also like to take this opportunity to express our heartfelt gratitude to [Former CEO Name] for [his/her/their] contributions over the past [duration]. We wish [him/her/them] all the best in [his/her/their] future endeavors.

We encourage you to join us in welcoming [New CEO Name] and to extend your support during this transition.

Thank you for your continued dedication and hard work.

Sincerely,

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