

# Executive Shift Announcement

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Executive Leadership Transition

Dear Team,

I hope this message finds you well. I am writing to inform you of an important shift in our executive leadership team. As of [Effective Date], [Former Executive's Name] will be stepping down from their role as [Former Executive's Position] to pursue new opportunities. We are grateful for their contributions and leadership during their tenure.

We are pleased to announce that [New Executive's Name] will be taking over as [New Executive's Position]. [He/She/They] brings [his/her/their] wealth of experience and expertise to our organization, and we are confident that [he/she/they] will lead our team to new heights.

We understand that changes in leadership can bring uncertainty, but we are committed to ensuring a smooth transition. Please join me in welcoming [New Executive's Name] to [his/her/their] new role. [He/She/They] will be available for introductory meetings in the coming weeks, and we encourage you to reach out and share your thoughts and ideas.

Thank you for your continued dedication and hard work. Together, we will move forward and achieve our goals.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]