

Management Turnover Announcement

Date: [Insert Date]

Dear [Recipient's Name/Team],

We are writing to inform you of an important change within our management team. Effective [Insert Date], [Name of Departing Manager] will be leaving their position as [Position Title] due to [reason, e.g., personal reasons, pursuing other opportunities]. We are grateful for their contributions and dedication during their time with us.

We are pleased to announce that [Name of New Manager] will be stepping into the role of [Position Title]. [He/She/They] brings [his/her/their] extensive experience in [briefly mention relevant experience or qualifications] and we are confident that [he/she/they] will lead our team effectively moving forward.

Please join us in wishing [Name of Departing Manager] all the best in their future endeavors and in welcoming [Name of New Manager] to [his/her/their] new role.

Thank you for your continued support and dedication to our company.

Sincerely,

[Your Name]

[Your Position]

[Company Name]