

CEO Change Announcement

Dear [Company Name] Team,

We are writing to inform you about an important change in our leadership. Effective [Date], [Incoming CEO's Name] will be joining [Company Name] as our new Chief Executive Officer.

[Incoming CEO's Name] brings a wealth of experience and a proven track record of success in [relevant industry/field]. We are excited about the vision and strategy they will bring to our company as we continue our mission to [Company's Mission Statement or Goals].

We would like to take this opportunity to thank [Outgoing CEO's Name] for their dedicated service and leadership over the past [Duration] years. Their contributions have been instrumental in driving our company forward.

Please join us in welcoming [Incoming CEO's Name] to the [Company Name] family. We look forward to an exciting new chapter ahead.

Best regards,

[Your Name]

[Your Title]

[Company Name]