

Notification of Major Board Changes

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you of significant changes to our Board of Directors that will take effect on [Effective Date]. These changes are part of our ongoing efforts to enhance our leadership and strengthen our governance.

The following individuals will be taking on new roles within the Board:

- [Name] - [New Position]
- [Name] - [New Position]
- [Name] - [New Position]

We believe that these changes will allow us to better serve our stakeholders and drive our mission forward. We are committed to maintaining transparency and ensuring a smooth transition.

If you have any questions or require further information, please do not hesitate to reach out.

Thank you for your continued support.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]