

Formal notification about leadership change

Subject: Announcement of Management Change

Dear Clients and Partners,

We would like to formally announce that [New Manager Name] has been appointed as [Position], effective [Date]. We are confident that their expertise and leadership will continue to drive our company toward growth and excellence.

We thank [Previous Manager Name] for their dedication and contributions. Please join us in welcoming [New Manager Name] to their new role.

Sincerely,

[Your Name]

[Position]

[Company Name]

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