[Date]

[Recipient Name]
[Recipient Title/Organization]
[Address]

Subject: Announcement of Executive Leadership Transition

Dear [Recipient Name/Team],

I am writing to share that after [Number] years with [Company Name], I will be stepping down from my role as [Job Title], effective [Final Date].

This decision comes as part of a broader strategic restructuring designed to align our leadership framework with the company's evolving long-term goals. While my departure marks a significant change, it is a planned step in ensuring the organization is best positioned for its next phase of growth and operational efficiency.

I am immensely proud of what we have accomplished during my tenure, particularly [Mention 1-2 Brief Achievements]. I want to express my sincere gratitude for the opportunity to have led such a talented team and for the support I have received from the Board and my colleagues.

To ensure a seamless transition during this restructuring period, I am working closely with [Successor Name or "the Executive Team"] to hand over my current responsibilities. For all immediate matters following my departure, please contact [Contact Name] at [Contact Email/Phone].

I remain a firm believer in [Company Name]'s mission and look forward to watching the organization thrive under its new structure. I wish you and the entire team continued success.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Phone Number/Email]