

[Company Letterhead]

[Date]

To: [Stakeholder Name/All Employees/Valued Partners]

From: [Name of Current Owner/Board of Directors]

Subject: Announcement of Corporate Restructuring and Ownership Succession

Dear [Recipient Name],

We are writing to formally announce a significant milestone in the evolution of [Company Name]. Following a period of strategic review, the company is undergoing a formal restructuring and a transition in ownership succession, effective [Effective Date].

As part of our long-term vision to ensure the continued growth and stability of the organization, [Current Owner/CEO Name] will be transitioning out of their current role. We are pleased to announce that [Successor Name] will assume the position of [New Title/Owner] effective [Date].

The restructuring will involve the following key changes:

- [Detail Change 1: e.g., Changes in departmental hierarchy]
- [Detail Change 2: e.g., Introduction of new legal entity status]
- [Detail Change 3: e.g., Realignment of core business units]

The primary objective of these changes is to [State Purpose: e.g., strengthen our market position/streamline operations/ensure multi-generational continuity]. Please be assured that our core values and commitment to [Clients/Quality/Mission] remain unchanged. We do not anticipate any immediate disruption to our daily operations or existing contracts.

We are confident that under the leadership of [Successor Name], [Company Name] will enter its next chapter with renewed energy and focus. We thank you for your continued support and dedication during this transition.

For any specific questions regarding these organizational changes, please contact [Contact Person/Department] at [Email/Phone Number].

Sincerely,

[Signature]

[Name]

[Title]

[Company Name]