To

[The Recipient Name]

**Re. Announcement of the Departure of Three Executive Members from the Company's Working Network**

Dear Employees,

Whenever something happens in the company's internal structure, we must inform our employees about the considerable changes, departures, additions, towers, or any internal and external affairs that influence the company's working capacity.

Three of our reverend executive members of the top-notch committee have refused to comply with the changes in taxation and production management rules and alterations in the company's reorganization of heads and executives. They also needed to prove their considerably hiking profits from the company to the board of directors.

Moreover, their decision harnessed the company into a tunnel of complications and rough and complicated policies. It steered all the company's stakeholders into an undermining situation by providing data in negative numbers that proved to be formulated and made up.

The three executive members departing are:

1. [name 1]
2. [name 2]
3. [name 3]

We shall announce new executive members after one week. In case of any urgent task, consult with the concerned supervisors or HODs.

An investigation committee has been formed for further inquiry. However, it has been decided that they are not part of the company anymore. In case of official or unofficial links with the mentioned members, you have been advised to de-channelize them and redirect them to the concerned departments' HODs.

We believe in fair policies, transparency, and honesty. Any fraudulent activities should be term into legal action, termination from the company, and withholding all the termination/resignation benefits.

Thank you for supporting us in our decisions.

With Regards,

[Name of the sender]  
[Authorized sign with date]