

Leadership Transition Announcement

Dear Alumni Network Members,

We hope this message finds you well. We are writing to inform you about an important leadership transition within our alumni network.

After [number of years] of dedicated service, [Outgoing Leader's Name] will be stepping down as [Position] effective [Date]. We are incredibly grateful for [his/her/their] contributions and leadership during [his/her/their] tenure.

We are pleased to announce that [Incoming Leader's Name] will be taking over as [Position]. [He/She/They] brings [brief description of experience and qualifications] and we are confident that [he/she/they] will continue to advance our mission and engage our alumni community.

We invite you to join us for a virtual meet-and-greet on [Date/Time] to welcome [Incoming Leader's Name] and to express our gratitude to [Outgoing Leader's Name]. Details of the meeting will be provided in the upcoming newsletter.

Thank you for your continued support and engagement with our alumni network.

Sincerely,

[Your Name]

[Your Position]

[Alumni Network Name]