

Leadership Transition Announcement

Dear Board Members,

We are writing to inform you of an important leadership transition within our organization. Effective [date], [Name], our current [Position], will be stepping down from their role due to [reason, e.g., personal commitment, retirement, etc.].

During [his/her/their] tenure, [Name] has made significant contributions to our mission and has been instrumental in [mention key achievements]. We are grateful for [his/her/their] dedication and leadership.

We are pleased to announce that [New Name] will be stepping into the role of [New Position]. [New Name] brings [mention relevant experience or qualifications] and is well-equipped to lead us into the next chapter of our organization's journey.

We appreciate your support during this transition and look forward to your continued engagement as we move forward. Please join us for a farewell gathering for [Name] on [date] at [location].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]
[Your Position]
[Organization Name]