

Leadership Transition Announcement

Date: [Insert Date]

Dear [Community Leaders/Name],

We hope this message finds you well. We are writing to inform you of an important leadership transition within [Organization/Community Name]. After [number] years of dedicated service, [Current Leader's Name] will be stepping down from their role as [Current Position] effective [Last Working Day].

During their tenure, [Current Leader's Name] has made significant contributions to our community including [mention achievements or contributions]. We are grateful for their commitment and leadership.

We are pleased to announce that [New Leader's Name] will take over as [New Position] starting [Effective Date]. [New Leader's Name] brings [brief background, experience, qualifications, and vision for the future]. We are confident that under their leadership, our community will continue to thrive.

We appreciate your support during this transition and invite you to join us for a reception on [Date and Time] at [Location] to welcome [New Leader's Name] and celebrate [Current Leader's Name]'s achievements.

Thank you for your continued dedication to our community.

Sincerely,

[Your Name]

[Your Position]

[Organization/Community Name]

[Contact Information]