

# Leadership Transition Announcement

Dear Team,

We are writing to inform you about an important leadership transition within our organization. After [number] years of dedicated service, [Outgoing Leader's Name] will be stepping down as [Position Title] effective [Date]. We want to take this opportunity to thank [him/her/them] for [his/her/their] invaluable contributions and commitment to our success.

We are pleased to announce that [New Leader's Name] will be taking over as [New Position Title] starting [Date]. [He/She/They] bring[s] a wealth of experience in [briefly mention relevant experience or background], and we are confident that [he/she/they] will lead us into our next chapter of growth and innovation.

During this transition period, both [Outgoing Leader's Name] and [New Leader's Name] will work closely together to ensure a smooth handover of responsibilities. We encourage you to reach out to [New Leader's Name] at [new leader's email] with any questions or concerns you may have.

Thank you for your continued support and dedication to our mission. Together, we will achieve great things.

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]