

# Leadership Transition Announcement

Dear Team,

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

As of [Effective Date], [Current Leader's Name] will be stepping down from their role as [Current Position] to pursue new opportunities. We are grateful for their dedication and contributions during their tenure, particularly in [mention specific achievements or initiatives].

We are pleased to announce that [New Leader's Name] will be stepping into the role of [New Position]. [New Leader's Name] brings [brief background or qualifications] and has been with our company for [duration]. We are confident that [he/she/they] will continue to drive our mission forward and foster a positive work environment.

We encourage everyone to reach out, congratulate [New Leader's Name], and support this transition. Our leadership team is committed to ensuring a smooth process during this change.

Thank you for your continued dedication to our organization.

Best regards,

[Your Name]

[Your Position]

[Company Name]