

Club Leadership Change Notification

Dear Stakeholders,

We hope this message finds you well. We are writing to inform you about an important change in our club's leadership.

Effective [Effective Date], [Outgoing Leader's Name] will be stepping down as [Position] of [Club Name]. We would like to take this opportunity to extend our heartfelt gratitude for [his/her/their] dedication and contributions during [his/her/their] tenure.

We are pleased to announce that [Incoming Leader's Name] will be taking over as [Position]. [He/She/They] come(s) with a wealth of experience and enthusiasm, and we are confident that [he/she/they] will lead us into a new chapter of growth and success.

We appreciate your continued support as we navigate this transition. Should you have any questions or require further information, please do not hesitate to reach out.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Position]
[Club Name]
[Contact Information]