

Club Leadership Succession Announcement

Dear Team Members,

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

Effective [Date], [Current Leader's Name] will be stepping down from their position as [Current Position] due to [Reason, e.g., personal commitments, pursuing new opportunities]. We are grateful for the dedication and leadership they have provided during their tenure.

We are pleased to announce that [New Leader's Name] will be taking over the role of [New Position]. [He/She/They] have been an integral part of our team and have demonstrated outstanding commitment and vision for our club.

We are confident that [New Leader's Name] will continue to lead our club towards success and engage all members actively in our programs and activities.

Please join us in thanking [Current Leader's Name] for their valuable contributions and in supporting [New Leader's Name] as [he/she/they] transition into this new role.

If you have any questions or would like to discuss this change further, feel free to reach out to us.

Thank you for your understanding and support.

Best regards,

[Your Name]
[Your Position]
[Club Name]