

Dear [Club Name] Members,

We are excited to announce a transition in leadership within our club.

As of [Transition Date], [Outgoing Leader's Name] will be stepping down from their role as [Title] after [Duration]. We are incredibly grateful for their dedication and contributions to our club.

We are pleased to welcome [Incoming Leader's Name] as the new [Title]. With [his/her/their] passion and experience, we are confident that [he/she/they] will lead our club to new heights.

Please join us for a special meeting on [Date of Meeting] to congratulate [Outgoing Leader's Name] and to welcome [Incoming Leader's Name].

Thank you for your continued support as we navigate this transition together!

Sincerely,

[Your Name]

[Your Title]

[Club Name]