

Dear Community Members,

We hope this message finds you well. As we approach the end of our current leadership term, we would like to update you on some important changes within our club.

Leadership Transition Announcement

We are excited to announce that **[Outgoing Leader's Name]** will be transitioning out of their role as **[Position]**. We want to extend our heartfelt gratitude for their dedication and leadership over the past year.

We are pleased to welcome **[Incoming Leader's Name]** as the new **[Position]**. We believe that their experience and vision will greatly benefit our club in the upcoming term.

Upcoming Meetings

Please join us for a special transition meeting on **[Date]** at **[Time]** where **[Incoming Leader's Name]** will share their plans for our club. This is a great opportunity to ask questions and get involved.

Thank You

Thank you for your continued support and engagement. We look forward to an exciting new chapter for our club!

Sincerely,
[Your Name]
[Your Position]
[Club Name]