

# Leadership Transition Announcement

Dear [Team/Staff/Colleagues],

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

Effective [Date], [Name of the departing leader] will be stepping down from [his/her/their] position as [Title]. [He/She/They] have made significant contributions to our organization, and we are grateful for [his/her/their] leadership and dedication over the years.

We are pleased to announce that [Name of the new leader] will be taking over as [New Title]. [He/She/They] bring [his/her/their] extensive experience and passion for our mission, and we are confident that [he/she/they] will lead us into an exciting new chapter.

There will be an opportunity for everyone to meet [Name of the new leader] during a team meeting on [Date and Time]. We encourage you to join us to welcome [him/her/them] to our team.

Thank you for your continued support during this transition. Please feel free to reach out if you have any questions or concerns.

Warm regards,

[Your Name]

[Your Title]

[Your Contact Information]