

Interim Leadership Assignment Announcement

Dear [Team/Department Name],

We are writing to inform you about an important change in our leadership structure. Effective [Start Date], [Interim Leader's Name] will be appointed as the Interim [Title] of [Department/Division Name] while we conduct a search for a permanent replacement.

[Interim Leader's Name] has been with [Company/Organization Name] for [Duration of Time] and has demonstrated exceptional leadership skills and a deep understanding of our mission and goals. We are confident that [he/she/they] will steer our team effectively during this transitional period.

Please join us for a meeting on [Date and Time] at [Location/Platform] to discuss this transition further and to address any questions you may have.

Thank you for your continued dedication and commitment to our organization.

Sincerely,

[Your Name]
[Your Title]
[Company/Organization Name]