

# Board Leadership Transition Announcement

Date: [Insert Date]

Dear [Organization Name] Members,

We are writing to inform you about an important transition in our leadership team. Effective [Insert Effective Date], [Current Board Chair's Name] will be stepping down as Chair of the Board due to [reason for transition, e.g., personal commitments, completion of term]. We are grateful for their dedication and service during their tenure.

We are pleased to announce that [Incoming Board Chair's Name], who has served as [Previous Position/Role], will take over as the new Chair of the Board. [Incoming Chair's Name] brings a wealth of experience and insight that will guide our organization forward.

Please join us in thanking [Current Board Chair's Name] for their contributions and in welcoming [Incoming Board Chair's Name] to this new role. We are confident this transition will further strengthen our commitment to [Organization's Mission/Goals].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]