

# Interim Leadership Update

Date: [Insert Date]

Dear [Team/Department Name],

I hope this message finds you well. I am writing to provide you with an update regarding the interim leadership situation within our team.

As you are aware, [Previous Leader's Name] has [brief reason for the transition, e.g., "departed for a new opportunity," "gone on sabbatical," etc.]. In light of this, I am pleased to announce that I will be stepping into the role of interim [Position Title] effective immediately.

During this transition, my primary focus will be to ensure continuity in our projects and support our team as we navigate through this period. I encourage you to reach out to me with any questions or concerns, and I will be scheduling regular check-ins to maintain open lines of communication.

Thank you for your continued dedication and hard work. Together, I am confident we will achieve our goals.

Best regards,

[Your Name]

[Your Title]

[Your Contact Information]