

Leadership Transition Announcement

Dear Team,

We are writing to inform you about an important leadership transition within our organization. Effective [Date], [Outgoing Leader's Name], our [Outgoing Leader's Title], will be stepping down from their position.

We want to take a moment to express our gratitude for [Outgoing Leader's Name]'s valuable contributions over the years. [He/She/They] have played a pivotal role in [mention achievements or initiatives].

We are pleased to announce that [Incoming Leader's Name] will be taking over as [Incoming Leader's Title]. [He/She/They] bring[s] a wealth of experience in [mention relevant experience] and are committed to leading our organization towards future success.

We understand that transitions can bring about both excitement and uncertainty. We are dedicated to supporting each of you throughout this process and ensuring a smooth transition.

Please join us for a team meeting on [Date] at [Time] to discuss this transition further and to welcome [Incoming Leader's Name].

Thank you for your ongoing support and dedication.

Sincerely,

[Your Name]
[Your Title]
[Company Name]