

# Leadership Transition Notification

Date: [Insert Date]

Dear [Team/Department/Organization Name],

We are writing to inform you of an important change in our leadership team. Effective [Insert Effective Date], [Outgoing Leader's Name], will be stepping down from their position as [Outgoing Leader's Title]. We appreciate their contributions and dedication during their tenure.

We are pleased to announce that [Incoming Leader's Name] will be taking over the role of [Incoming Leader's Title]. [Incoming Leader's Name] has been with [Company/Organization Name] for [duration] and brings a wealth of experience and vision that will guide us into the future.

We are confident that this transition will position us well to continue achieving our goals and serve our clients effectively. Please join us in welcoming [Incoming Leader's Name] while wishing [Outgoing Leader's Name] all the best in their future endeavors.

Thank you for your ongoing support and commitment.

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]