

# Change of Leadership Statement

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Your Name]

Subject: Change of Leadership Announcement

Dear [Recipient Name],

We are writing to inform you about a significant change in our leadership team at [Company Name]. Effective [Effective Date], [Outgoing Director Name] will step down from their role as [Title, e.g., Chairperson of the Board], and [Incoming Director Name] will take over as [New Title].

We are grateful for the dedication and vision that [Outgoing Director Name] brought to our organization during their tenure. Their leadership has been instrumental in guiding us through [mention key achievements or projects].

[Incoming Director Name] brings a wealth of experience and expertise to our Board. With a background in [mention relevant experience], we are confident that [he/she/they] will lead us into a new phase of growth and innovation.

We assure you that this transition will be seamless, and our commitment to [mention core values or mission statement] remains our top priority.

We appreciate your continued support as we navigate this change. Should you have any questions, feel free to reach out directly to me.

Sincerely,

[Your Name]

[Your Title]

[Company Name]