

Board Director Executive Role Transition Brief

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Transition Brief for [Name of Director]

Dear [Recipient's Name],

As we proceed with the transition of the executive role due to [reason for transition], I would like to provide you with a brief overview of the necessary steps and important considerations during this period.

Overview

[Name of Director] has served as [position/title] since [start date] and will be transitioning due to [reason for transition]. Their contributions have been significant in [mention key achievements].

Transition Plan

- Effective Date of Transition: [Insert Date]
- Interim Leadership: [Name of Interim Leader, if applicable]
- Key Responsibilities During Transition: [List Responsibilities]

Next Steps

1. Schedule one-on-one meeting with interim leader by [insert date].
2. Review ongoing projects and assignments!
3. Communicate with relevant stakeholders regarding changes.

Conclusion

We appreciate the support and flexibility of the board during this transition. Please let me know if you have any questions or require further information.

Best regards,

[Your Name]

[Your Title]

[Your Contact Information]