

Executive Transition Announcement

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to formally announce an important transition within our Board of Directors. Effective [Insert Effective Date], [Name of the Departing Director] will be stepping down from their position as [Title] due to [reason, e.g., personal commitments, pursuing new opportunities].

During their tenure, [Name of the Departing Director] has made significant contributions to our organization, including [briefly mention achievements or contributions]. We are deeply grateful for their dedication and leadership.

We are pleased to announce that [Name of the Incoming Director] will be joining the Board as [Title] following [Name of the Departing Director]'s departure. [Name of the Incoming Director] brings [briefly mention experience and qualifications], and we are confident that they will be an invaluable asset to our team.

Please join us in extending our best wishes to [Name of the Departing Director] in their future endeavors and welcoming [Name of the Incoming Director] to our Board.

Thank you for your continued support as we navigate this transition.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]