

Board Director Leadership Change Notification

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Your Name]

Subject: Notification of Leadership Change

Dear [Insert Recipient Name],

We are writing to formally inform you of a significant change in our Board of Directors. Effective [Insert Effective Date], [Insert Name of New Director] will be taking over the position of [Insert Position Title] from [Insert Name of Previous Director].

[Insert Name of New Director] brings [brief description of experience/qualifications] to our board and we are confident that [he/she/they] will provide valuable contributions to our organization.

We would like to take this opportunity to thank [Insert Name of Previous Director] for [his/her/their] dedicated service and invaluable insights during [his/her/their] tenure.

If you have any questions or require further information, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]