

Board Director Leadership Transition Update

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of an important change in our board leadership.

As of [Effective Date], [Outgoing Director's Name] will be stepping down from their position as Board Director. We are grateful for their valuable contributions during their tenure and wish them all the best in their future endeavors.

We are pleased to announce that [Incoming Director's Name] has been appointed as the new Board Director. [He/She/They] bring a wealth of experience in [brief background on the incoming director] and we are excited about the leadership [he/she/they] will provide as we move forward.

We believe that this transition will strengthen our board and allow us to continue to achieve our goals effectively. Please join us in extending a warm welcome to [Incoming Director's Name] as [he/she/they] transitions into this new role.

If you have any questions or would like to discuss this transition further, please do not hesitate to reach out.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]