

# Dear [Board Members/Staff],

I am pleased to introduce our new leadership team member, [New Leader's Name], who will serve as [Position]. [New Leader's Name] comes to us with a wealth of experience in [Brief Background or Relevant Experience].

[He/She/They] believes in [Leadership Philosophy or Vision Statement] and is excited to collaborate with all of you to enhance our mission of [Organization's Mission].

Please join me in welcoming [New Leader's Name] to our team. We look forward to [his/her/their] contributions and leadership in the coming months.

Best regards,  
[Your Name]  
[Your Position]  
[Organization Name]