

Leadership Change Notification

Date: [Insert Date]

Dear [Team/Staff/All Employees],

We are writing to inform you of a significant change in our leadership team. Effective [Effective Date], [Name of the outgoing leader], [Position], will be stepping down from their role at [Company Name]. We would like to take this opportunity to express our sincere gratitude for their contributions and leadership during their tenure.

We are pleased to announce that [Name of the incoming leader] will be taking over as [New Position]. [He/She/They] bring[s] a wealth of experience in [relevant experience or field], and we are confident that [he/she/they] will help guide [Company Name] toward continued success.

Please join us in extending your best wishes to [Name of the outgoing leader] in their future endeavors and welcoming [Name of the incoming leader] as [he/she/they] begin[s] [his/her/their] new role.

If you have any questions or concerns regarding this transition, please feel free to reach out to [Contact Person/Department].

Thank you for your attention to this matter and for your continued dedication to [Company Name].

Sincerely,

[Your Name]

[Your Position]

[Company Name]