

Leadership Shift Notification

Date: [Insert Date]

Dear [Team/Department Name],

We are writing to inform you of an important shift in our leadership structure that will take effect on [Effective Date]. After careful consideration, [Name of the current leader] will be transitioning from their role as [Current Position] to [New Position or Reason for Departure].

We want to extend our deepest gratitude to [Current Leader] for their exceptional leadership and contributions to our organization. Their commitment has greatly impacted our team, and we are excited to support them in their new endeavors.

In light of this change, we are pleased to announce that [Name of new leader] will be stepping into the role of [New Position]. [Brief background about the new leader and their qualifications]. We have full confidence in [New Leader's Name] to guide our team towards continued success.

During this transition period, we encourage everyone to reach out with any questions or concerns. Open communication is key as we navigate this change together.

Thank you for your continued dedication and support.

Sincerely,

[Your Name]
[Your Position]
[Your Company]