

Announcement of Leadership Transition

Dear [Team/Organization Name],

We are writing to inform you of an important leadership transition within our organization. Effective [date], [Name], currently serving as [Current Position], will be stepping down from their role.

We are grateful for [Name]'s contributions during their tenure, particularly in [mention specific achievements or initiatives]. Their leadership has truly made a positive impact, and they will be missed.

We are pleased to announce that [New Leader's Name] will be stepping into the role of [New Position]. [New Leader's Name] brings a wealth of experience in [brief description of background or qualifications], and we are confident that [he/she/they] will guide us toward continued success.

We appreciate your support during this transition period, and we encourage you to reach out with any questions or concerns.

Thank you for your dedication and commitment to our mission.

Sincerely,

[Your Name]
[Your Position]
[Organization Name]