

# Notification of Board Leadership Shift

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you about an important change in our board leadership. Effective [Insert Effective Date], [Name of Current Leader], who has served as [Current Position] of [Organization Name], will be stepping down. We extend our heartfelt gratitude for [his/her/their] dedicated service and invaluable contributions during [his/her/their] tenure.

We are pleased to announce that [Name of New Leader] will be stepping into the role of [New Position], bringing with [him/her/them] a wealth of experience and a strong commitment to our mission. [Brief description of the new leader's qualifications and experience.]

We believe that this transition in leadership will further strengthen our board's effectiveness and enhance our ability to fulfill our goals. We appreciate your continued support as we navigate this change.

If you have any questions or would like to discuss this transition further, please feel free to reach out at [Contact Information].

Thank you for your attention to this important matter.

Warm regards,

[Your Name]  
[Your Position]  
[Organization Name]  
[Contact Information]