

Leadership Change Notification

Dear [Team/Department Name],

We are writing to inform you of an important leadership change within our organization. Effective [date], [New Leader's Name] will be taking over the role of [New Leader's Position] as [Previous Leader's Name] transitions to [New Opportunity/Retirement/Other Position].

[New Leader's Name] brings [number] years of experience in [relevant experience/industry] and has a proven track record of [specific achievements]. We are confident that their vision and leadership will guide us to new heights.

We would like to extend our heartfelt gratitude to [Previous Leader's Name] for their dedication and service during their time in the role. They have contributed significantly to [specific achievements or contributions] and will be greatly missed.

Please join us in welcoming [New Leader's Name] to their new position and in expressing your appreciation to [Previous Leader's Name] for their leadership.

If you have any questions or need further information, please do not hesitate to reach out to [Contact Person/HR Department].

Thank you for your attention to this important transition.

Sincerely,

[Your Name]
[Your Title]
[Company Name]