

# Announcement of Management Transition

Dear Team,

We are writing to inform you of an important transition in our management team. Effective [Start Date], [Name], our current [Current Position], will be stepping down from their role. We want to take this opportunity to express our gratitude for their leadership and contributions during their tenure.

We are pleased to announce that [New Name] will be taking over as the new [New Position]. [New Name] has been with the company for [Duration] and has demonstrated exceptional skills and leadership within the [Department/Field]. We are confident that [he/she/they] will lead our team to new heights.

During this transition period, we encourage everyone to provide support and to collaborate with [New Name]. We believe that this change will bring fresh perspectives and foster continued growth for our company.

Thank you for your understanding and support during this time of transition.

Sincerely,

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