

Notice of Leadership Transition

Date: [Insert Date]

Dear [Team/Department Name],

We are writing to inform you of an important change in our organizational leadership. Effective [Insert Effective Date], [New Leader's Name] will be taking on the role of [New Position] as [Previous Leader's Name] transitions into [New Role/Retirement/Other Opportunity].

[New Leader's Name] brings a wealth of experience in [briefly describe relevant experience or qualifications] and is excited to lead our team in the coming years. We are confident that under their leadership, we will continue to grow and excel in our mission.

We want to extend our heartfelt thanks to [Previous Leader's Name] for their dedication and contributions during their time in this role. Their efforts have greatly shaped our organization and we wish them all the best in their future endeavors.

Please join us for a meet-and-greet with [New Leader's Name] on [Insert Date and Time] at [Location/Platform]. This will be a great opportunity to welcome them and share your thoughts and ideas.

Thank you for your ongoing support and commitment.

Best regards,

[Your Name]

[Your Position]

[Organization Name]