

Team Leadership Transition

Date: [Insert Date]

Dear Team,

I hope this message finds you well. I am writing to inform you of an important change in our team's leadership structure.

As of [Insert Transition Date], [New Leader's Name] will be stepping into the role of [New Leader's Position]. [He/She/They] will be taking over from [Current Leader's Name], who has decided to [brief reason if appropriate, e.g., pursue other opportunities, retire, etc.]. We are grateful for [Current Leader's Name]'s contributions and leadership during [his/her/their] tenure with us.

[New Leader's Name] brings a wealth of experience and knowledge to the team, and I have no doubt [he/she/they] will guide us effectively as we move forward. Please join me in welcoming [New Leader's Name] into this new role and offering your support during this transition.

Thank you for your hard work and dedication. If you have any questions or concerns, please feel free to reach out to me directly.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]