

Board Leadership Transition Notification

Date: [Insert Date]

Dear [Organization Name] Members,

We are writing to inform you about an important transition in our board leadership. After [number] years of dedicated service, [Name of outgoing leader], our [Position, e.g., Chairperson], has decided to step down effective [end date]. We are grateful for their leadership and commitment during their tenure.

We are pleased to announce that [Name of incoming leader] will be assuming the role of [Position] starting [start date]. [Name of incoming leader] brings [mention relevant experience or qualifications] and is committed to continuing our mission and guiding us through the upcoming challenges and opportunities.

Please join us in expressing our heartfelt gratitude to [Name of outgoing leader] for their invaluable contributions to [Organization Name]. We also encourage you to extend a warm welcome to [Name of incoming leader] as they take on this important role.

If you have any questions or need further information, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]