

# Leadership Transition Announcement

Dear [Team/Staff/Colleagues],

I hope this message finds you well. I am writing to inform you about an important leadership transition within our organization.

Effective [Date], [Name of the outgoing leader], who has served as [Title] since [Start Date], will be stepping down from their position. We are incredibly grateful for [his/her/their] dedicated service and contributions during [his/her/their] tenure. [Optional: Include specific achievements or milestones].

We are pleased to announce that [Name of the new leader] will be stepping into the role of [New Title]. [He/She/They] brings with [him/her/them] a wealth of experience from [Brief background of the new leader]. We believe [he/she/they] will lead us confidently into the future.

Please join me in expressing our heartfelt appreciation to [Outgoing Leader's Name] and in welcoming [New Leader's Name] to [his/her/their] new role. We look forward to the exciting journey ahead.

Thank you for your continued support and dedication.

Sincerely,  
[Your Name]  
[Your Title]  
[Your Organization]