

Letter of Transitioning Project Leadership

Date: [Insert Date]

To: [Team/Department Name]

From: [Your Name]

Subject: Transition of Project Leadership

Dear Team,

I hope this message finds you well. I am writing to inform you about a transition in project leadership regarding [Project Name]. As of [Effective Date], I will be stepping down from my role as Project Manager and [Interim Manager's Name] will be taking over as the Interim Project Manager.

[Interim Manager's Name] brings a wealth of experience to this role and is well-equipped to lead the team during this transition period. I have full confidence in their ability to manage the project effectively and ensure continuity.

Please join me in supporting [Interim Manager's Name] as they take on this new responsibility. Your cooperation and communication will be invaluable during this time.

Thank you for your understanding and support.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]