

Announcement of Editorial Leadership Handover

Dear Team,

We are writing to inform you about an important change in our editorial leadership. As of [Effective Date], [Outgoing Editor's Name] will be stepping down as [Position Title]. We wish to express our sincere gratitude for their invaluable contributions and dedication during their tenure.

We are pleased to announce that [Incoming Editor's Name] will be taking on the role of [Position Title]. [Incoming Editor's Name] brings with them [brief background and qualifications of Incoming Editor], and we are confident that they will lead our team into a new chapter of success.

Please join us in thanking [Outgoing Editor's Name] for their hard work and welcoming [Incoming Editor's Name] into their new role. We encourage everyone to offer their full support during this transition.

Thank you for your attention.

Best regards,

[Your Name]

[Your Position]

[Company/Organization Name]