

Announcement of Leadership Transition

Date: [Insert Date]

Dear [Team Name] Members,

We are writing to inform you about an important transition in our team's leadership. Effective [Insert Date], [Outgoing Leader's Name] will be stepping down from their role as [Insert Position] after [Insert Duration]. We appreciate their dedication and the significant contributions they have made to our team's success.

We are pleased to announce that [Incoming Leader's Name] will be taking over as [Insert Position]. [He/She/They] bring[s] a wealth of experience and a fresh perspective that we believe will drive our team towards new heights.

Please join us for a meet-and-greet session on [Insert Date] at [Insert Location/Platform] to welcome [Incoming Leader's Name] and express our gratitude to [Outgoing Leader's Name].

Thank you for your continued support and commitment to [Team Name]. Together, we look forward to a successful season ahead!

Best regards,

[Your Name]
[Your Position]
[Team Name]