

Dear [Team Name] Family,

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

After [number] years of dedicated service, Coach [Old Coach's Name] will be stepping down from their role as head coach of our [Sport] team. We are grateful for their leadership and commitment to our players and the values of our program.

We are excited to announce that Coach [New Coach's Name] will be stepping in as the new head coach. Coach [New Coach's Last Name] brings a wealth of experience and a passion for the sport, and we are confident that they will lead our team to new heights.

We will be holding a meet-and-greet with Coach [New Coach's Name] on [date and time] at [location]. We encourage all players, parents, and supporters to attend and welcome Coach [New Coach's Last Name] to our team.

Thank you for your continued support, and we look forward to an exciting season ahead!

Best regards,

[Your Name]

[Your Title]

[Team/Organization Name]

[Contact Information]