

# Announcement of Leadership Change

Dear Team Members,

We hope this message finds you well. We would like to take a moment to inform you about an important change in our departmental leadership.

Effective immediately, **[New Leader's Name]** will be taking over the role of **[Position]**. **[Previous Leader's Name]** has decided to step down due to **[reason, e.g., personal reasons, new opportunities]**. We thank them for their hard work and dedication during their tenure.

**[New Leader's Name]** brings a wealth of experience and a strong vision for our team. We are excited to welcome them into this new role and are confident in their ability to lead us towards future successes.

We encourage all team members to extend their support and collaborate closely with **[New Leader's Name]** as we move forward together.

Thank you for your attention and continued commitment to our team.

Best Regards,

**[Your Name]**

**[Your Position]**

**[Team/Department Name]**