

# Team Leadership Change Notification

Date: [Insert Date]

Dear [Team Members/Staff/Supporters],

We would like to inform you of an important change in our team's leadership. Effective [Insert Effective Date], [New Leader's Name] will take over as [New Title] of the [Team Name]. [New Leader's Name] brings a wealth of experience and passion for the sport, and we believe this change will propel our team to new heights.

We would like to extend our gratitude to [Outgoing Leader's Name] for their dedication and commitment to the team during their tenure. Their leadership has greatly contributed to our success, and we wish them all the best in their future endeavors.

Please join us in welcoming [New Leader's Name] to their new role. We are excited about the future and the direction the team is heading under their guidance.

Thank you for your continued support.

Best regards,

[Your Name]  
[Your Title]  
[Team Name]