

Leadership Transition Announcement

Date: [Insert Date]

Dear [Team/Staff/Colleagues],

I am writing to inform you about an important transition within our finance department. As you may know, [Previous CFO's Name] has decided to [reason for departure or transition]. We are grateful for their leadership and contributions during their time with us.

During this transition period, I am pleased to announce that [Interim CFO's Name] will assume the role of Interim Chief Financial Officer, effective [Start Date]. [He/She/They] bring[s] a wealth of knowledge and experience to this position and will lead our finance team through this crucial time.

We are committed to ensuring a smooth transition and maintaining our focus on [Company's Goals/Values]. Please feel free to reach out to [Interim CFO's Name] or myself with any questions or concerns you may have during this period.

Thank you for your understanding and continued dedication.

Sincerely,

[Your Name]

Chief Executive Officer