

# Leadership Transition Announcement

Date: [Insert Date]

Dear [Organization Name] Team,

We are writing to inform you of an important leadership transition within our organization. Effective [insert date], [Outgoing Leader's Name] will be stepping down from their role as [Leadership Title]. We want to take this opportunity to express our gratitude for their exceptional leadership and dedication to our mission during their tenure.

We are pleased to announce that [Incoming Leader's Name] will be assuming the role of [New Leadership Title]. [Incoming Leader's Name] brings a wealth of experience and a deep commitment to our values, and we are confident that they will lead us into the next chapter of our organization's growth and success.

Throughout this transition, our focus will remain on our mission and the service we provide to our community. We appreciate your understanding and support as we navigate this change.

Please join us for an introductory meeting on [insert date and time], where you will have the opportunity to meet [Incoming Leader's Name] and discuss our plans moving forward.

Thank you for your continued dedication and hard work.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]