

Leadership Transition Announcement

Dear Esteemed Alumni,

We are excited to share significant news regarding our leadership team at [Institution Name]. Effective [Date], [Current Leader's Name] will be stepping down as [Title], after [duration] of dedicated service. During this time, [he/she/they] has profoundly impacted our community.

We are pleased to announce that [New Leader's Name] will be taking over as [New Title]. [He/She/They] brings [his/her/their] extensive experience in [relevant experience] and a deep commitment to our mission. We are confident that [New Leader's Name] will lead us into a promising future.

We invite you to join us in thanking [Current Leader's Name] for [his/her/their] years of steadfast leadership and welcoming [New Leader's Name] to this new role. Together, we can continue to strengthen our community and further the goals of [Institution Name].

We will host a virtual meeting on [Date/Time] to formally introduce [New Leader's Name] and answer any questions you may have. Please RSVP by [RSVP deadline].

Thank you for your continued support.

Sincerely,

[Your Name]
[Your Title]
[Institution Name]