

Leadership Transition Announcement

Dear Board Members,

We hope this message finds you well. We are writing to inform you of an important leadership transition within our organization.

Effective [Effective Date], [Current Leader's Name] will be stepping down from their position as [Current Leader's Title]. We are grateful for [his/her/their] dedicated service and significant contributions during [his/her/their] tenure.

We are pleased to announce that [New Leader's Name] has been appointed as [New Leader's Title], and [he/she/they] will bring [his/her/their] extensive experience and strategic vision to our organization.

Please join us in expressing our gratitude to [Current Leader's Name] and welcoming [New Leader's Name] to this new role.

If you have any questions or wish to discuss this transition further, please feel free to reach out.

Thank you for your continued support and commitment to our organization.

Sincerely,
[Your Name]
[Your Title]
[Your Organization]