

Leadership Transition Announcement

Dear Community Partners,

We are writing to inform you of an important leadership transition within our organization. After [number] years of dedicated service, [Outgoing Leader's Name] will be stepping down as [Position Title] effective [date]. We are grateful for [his/her/their] commitment and tireless efforts in advancing our mission.

We are excited to announce that [Incoming Leader's Name] will be taking over as [Position Title] beginning [date]. [He/She/They] bring[s] an extensive background in [brief description of experience and qualifications], and we are confident that [he/she/they] will continue to propel our work forward.

We look forward to your continued support and partnership as we navigate this transition. Please join us for a [meeting/event] on [date] at [location/virtual link] to welcome [Incoming Leader's Name] and to express our gratitude to [Outgoing Leader's Name].

Thank you for your ongoing commitment to our community.

Sincerely,

[Your Name]
[Your Job Title]
[Organization Name]
[Contact Information]