

Leadership Transition Announcement

Dear Team,

We are writing to inform you about an important leadership transition within our organization.

Effective [Date], [Former Leader's Name] will be stepping down from their position as [Former Leader's Position]. We would like to take this opportunity to thank them for their dedicated service and leadership during their tenure.

We are pleased to announce that [New Leader's Name] will be stepping into the role of [New Leader's Position]. [New Leader's Name] brings a wealth of experience and a strong commitment to our mission. We are confident that [he/she/they] will lead our team successfully into the future.

We will be holding a meeting on [Date] at [Time] in [Location/Format] to discuss this transition in more detail. Please join us to welcome [New Leader's Name] and address any questions you may have.

Thank you for your continued hard work and dedication during this time of change.

Sincerely,

[Your Name]

[Your Position]

[Company Name]