

Leadership Transition Announcement

Dear Members,

We are writing to inform you of an important transition within our association. Effective [Date], [Outgoing Leader's Name] will step down from their position as [Title] after [Number] years of dedicated service. During their tenure, [he/she/they] has made significant contributions to our association and the industry as a whole.

We are pleased to announce that [Incoming Leader's Name] will be stepping in as the new [Title]. [He/She/They] brings a wealth of experience in [relevant experience or qualifications], and we are confident that [he/she/they] will lead our association into a new era of growth and innovation.

We invite you to join us in thanking [Outgoing Leader's Name] for [his/her/their] leadership and in welcoming [Incoming Leader's Name]. A formal reception will be held on [Date] at [Location], and we encourage all members to attend.

Thank you for your continued support. Together, we look forward to a bright future for our association and the industry.

Sincerely,

[Your Name]

[Your Title]

[Association Name]