

# Leadership Transition Announcement

Dear Team,

We are writing to inform you of an important leadership transition within our organization. Effective [date], [Name], our current [current position], will be stepping down. We want to take this opportunity to express our sincere gratitude for [his/her/their] invaluable contributions over the years.

We are pleased to announce that [New Name] will be taking over as the new [new position]. [New Name] has been with the company for [number] years, serving in various capacities, and we are confident that [he/she/they] will lead us with vision and dedication.

Please join us in thanking [Old Name] for [his/her/their] leadership and welcoming [New Name] into [his/her/their] new role. We look forward to the continued success of our organization under this new leadership.

Thank you for your ongoing support.

Best Regards,

[Your Name]  
[Your Title]  
[Your Organization]