

Team Leadership Transition Notification

Dear Team,

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

Effective [Effective Date], [Outgoing Leader's Name] will be stepping down from their position as [Outgoing Leader's Position]. We want to take this opportunity to thank [him/her/them] for [his/her/their] dedication and hard work during [his/her/their] time with us, particularly in [mention specific contributions or projects].

We are pleased to announce that [Incoming Leader's Name] will be taking over the leadership role. [Incoming Leader's Name] brings a wealth of experience and insight to our team, having previously served as [mention previous positions or accomplishments]. We are confident that [he/she/they] will lead us into a new phase of success.

Please join us in expressing gratitude to [Outgoing Leader's Name] and welcoming [Incoming Leader's Name] into [his/her/their] new role. We encourage you to reach out to [Incoming Leader's Name] with any questions or support as [he/she/they] transitions into this position.

Thank you for your attention and support during this transition period.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]