

Board Leadership Change Announcement

Date: [Insert Date]

Dear [Organization Name] Members,

We are writing to inform you of an important change in our board leadership. Effective [Insert Effective Date], [Outgoing Leader's Name] will be stepping down as [Position] of the Board, and we are pleased to announce that [Incoming Leader's Name] will be taking over the role.

[Outgoing Leader's Name] has been an invaluable part of our organization, where they have served with dedication since [Insert Start Date]. Their leadership has helped us achieve many milestones, and we are grateful for their guidance and service.

As we look to the future, we are excited to welcome [Incoming Leader's Name] into this pivotal role. With [his/her/their] extensive experience in [Briefly Mention Relevant Experience or Background], we are confident that [he/she/they] will lead our organization to new heights.

We will hold a reception to honor [Outgoing Leader's Name] and welcome [Incoming Leader's Name] on [Insert Event Date and Time]. We invite all members to join us in celebrating the contributions of [Outgoing Leader's Name] and embracing the new leadership of [Incoming Leader's Name].

Thank you for your continued support and dedication to [Organization Name].

Sincerely,

[Your Name]
[Your Position]
[Organization Name]