

Interim Leadership Update

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Sender Name]

Subject: Interim Leadership Update

Dear [Recipient Name],

I hope this message finds you well. I am writing to provide you with an update regarding our interim leadership following the recent transition within our organization.

As you are aware, [Insert Previous Leader's Name] has stepped down as [Insert Position Title], and until a permanent replacement is appointed, I will be overseeing [Insert Relevant Departments/Functions]. I am committed to ensuring a seamless transition and maintaining continuity in our operations.

During this interim period, my focus will be on [Insert Key Focus Areas]. I will also be holding regular meetings with our team to ensure everyone is aligned and aware of their responsibilities. Your support during this time is greatly appreciated, and I encourage open communication to address any concerns you may have.

Please feel free to reach out if you have any questions or need further clarification.

Thank you for your understanding and cooperation.

Best regards,

[Insert Sender Name]

[Insert Sender Position]

[Insert Organization Name]