

Leadership Transition Announcement

Dear Team,

I hope this message finds you well. I am writing to inform you about an important leadership transition within our organization. After [number] years of dedicated service, [Current Leader's Name], our [Current Leader's Position], will be stepping down effective [date].

We are grateful for [his/her/their] contributions and leadership during [his/her/their] tenure, particularly [mention any significant achievements or projects]. We wish [him/her/them] all the best in [his/her/their] future endeavors.

I am pleased to announce that [New Leader's Name] will be taking over the role of [New Leader's Position] starting [date]. [New Leader's Name] brings [mention relevant experience, qualifications, and qualities] to the position and I am confident that [he/she/they] will lead us into a new era of success.

We will be hosting a transition meeting on [date] at [time], and I encourage everyone to attend to welcome [New Leader's Name] and share your thoughts.

Thank you for your ongoing support.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]