

Leadership Change Announcement

Dear [Team/Employees/Staff],

We are writing to inform you of an important change within our leadership team. Effective [Date], [Current Leader's Name] will be stepping down from their role as [Current Position]. We appreciate their contributions and leadership during their tenure.

We are pleased to announce that [New Leader's Name] will be taking over the responsibilities as [New Position]. [New Leader's Name] brings [brief background information or qualifications] and we are excited to have them lead our team as we continue to drive our vision forward.

We believe this transition will allow us to strengthen our commitment to [Company's Mission/Goals], and we are confident that [New Leader's Name] will bring fresh perspectives and innovative ideas.

Please join us in thanking [Current Leader's Name] for their service and welcoming [New Leader's Name] to their new role.

If you have any questions or need further information, feel free to reach out to [Contact Person/Department].

Sincerely,

[Your Name]

[Your Position]

[Company Name]