

Announcement of Transitional Leadership Phase

Dear Board Members,

We would like to inform you of an important transitional leadership phase that will be taking place in our organization. As we seek to enhance our strategic direction and ensure a smooth transition, we are appointing **[Name]** as our interim leader effective **[Date]**.

This decision aligns with our commitment to maintaining strong governance and operational integrity. During this period, **[Name]** will oversee critical initiatives and ensure that our strategic goals are met while we search for a permanent leader.

We are confident that this transition will bring fresh perspectives and drive our mission forward. Please join us in supporting **[Name]** during this time.

Thank you for your continued dedication and support.

Best regards,

[Your Name]
[Your Title]
[Organization Name]