

# Announcement of Transitional Leadership Phase

Date: [Insert Date]

Dear Team,

We hope this message finds you well. We would like to inform you that we are entering a transitional leadership phase within our organization. As we continue to adapt to the evolving market and internal dynamics, we believe that this transition is essential for our growth and sustainability.

During this period, [Interim Leader's Name] will serve as the interim leader, effective [Start Date]. [He/She/They] brings a wealth of experience and leadership capabilities that will help guide us through this transition. We are confident in [his/her/their] ability to keep our team focused and motivated.

Additionally, we want to assure you that our core values and commitment to our employees remain unchanged. We will continue to support each of you and aim for transparency throughout this process.

We appreciate your understanding and cooperation during this time. Should you have any questions or need further clarification, please feel free to reach out to [Contact Person's Name] at [Contact Email].

Thank you for your continued dedication and commitment to our organization.

Sincerely,

[Your Name]

[Your Position]

[Company Name]