

Announcement of Transitional Leadership Phase

Dear Team,

We hope this message finds you well. We are writing to inform you of an upcoming transitional leadership phase within our organization.

As of [Start Date], [Outgoing Leader's Name] will be stepping into a new role as [New Role/Position]. We would like to express our gratitude for their incredible leadership and dedication during their tenure.

During this transition, [Interim Leader's Name] will take on the role of interim [Job Title] to ensure a smooth handover and continuity in our operations. [He/She/They] brings [brief description of interim leader's experience or background].

We have every confidence that [Interim Leader's Name] is well-equipped to lead our team during this period of change.

We appreciate your support and collaboration as we navigate this transition. Please feel free to reach out with any questions or thoughts.

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

Best regards,

[Your Name]
[Your Position]
[Company Name]