

Announcement of Transitional Leadership Phase in Media Relations

Dear Team,

We are writing to inform you of an important transition in our media relations leadership. As of [Start Date], [Current Leader's Name] will be stepping down from their role as [Current Title] to pursue new opportunities. We are grateful for their contributions and commitment to our organization during their tenure.

During this transitional phase, we are pleased to announce that [Interim Leader's Name] will be taking on the role of Interim [Title]. [He/She/They] has been with our organization for [Duration] and brings a wealth of experience in media relations and communications.

We believe this transition will pave the way for new ideas and opportunities for growth. We encourage everyone to support [Interim Leader's Name] during this time and to continue collaborating as we strive for excellence in our media relations efforts.

Thank you for your understanding and support as we move forward in this transitional phase.

Sincerely,

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