

Letter of Announcement

Date: [Insert Date]

Dear [Team/Organization Name],

We are writing to inform you about an important transition in our leadership structure aimed at enhancing organizational transparency and continuity.

Effective [Start Date], [Name] will be stepping into the role of [New Position/Interim Position] during this transitional phase. This change comes as part of our commitment to foster open communication and ensure that all team members are informed and engaged throughout this process.

[Name or Team] has been with us for [Duration] and has demonstrated exceptional leadership qualities that align with our values. We are confident that this will provide a seamless transition and uphold our mission as we navigate this phase together.

Please feel free to reach out to me or [Name] directly if you have any questions or require further information.

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

Sincerely,

[Your Name]

[Your Position]

[Organization Name]