

# Announcement of Transitional Leadership Phase

Dear Stakeholders,

We are writing to inform you about an important transition in our leadership team. As we navigate the upcoming changes, we want to ensure that you are kept informed and involved in this process.

Effective [Date], [Current Leader's Name] will transition from their role as [Current Position] to [New Role/Position]. We are grateful for their contributions and commitment during their tenure.

During this transitional period, [Interim Leader's Name] will step in as the interim [New Position]. [He/She/They] brings a wealth of experience and knowledge to our organization, and we are confident in [his/her/their] ability to lead us through this phase.

We value your support and partnership during this time. We believe that these changes will position us for continued growth and success. Please do not hesitate to reach out with any questions or concerns.

Thank you for your ongoing commitment to our mission.

Sincerely,  
[Your Name]  
[Your Position]  
[Company/Organization Name]