

Board Leadership Transition Announcement

Date: [Insert Date]

Dear [Board Members/Stakeholders],

We are writing to inform you of an important transition in our board leadership. Effective [Insert Effective Date], [Outgoing Chairperson's Name] will be stepping down from the position of Board Chair after [Insert Duration] of dedicated service. We are incredibly grateful for [his/her/their] leadership and contributions during [his/her/their] tenure.

We are pleased to announce that [Incoming Chairperson's Name] has been elected to succeed [Outgoing Chairperson's Name] as the new Chair of the Board. [He/She/They] brings [Insert Brief Background on Incoming Chairperson] and is well-equipped to lead our organization into the future.

Please join us in thanking [Outgoing Chairperson's Name] for [his/her/their] service and welcoming [Incoming Chairperson's Name] into this new role. We look forward to [his/her/their] vision and leadership as we continue to work towards our mission.

If you have any questions or would like to discuss this transition further, please feel free to reach out.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]