

# Transition Announcement

Dear Team,

We are excited to announce that as of [Start Date], [New Team Leader's Name] will be joining us as the new Team Leader for [Team/Department Name].

[New Team Leader's Name] brings [brief background or experience], and we believe they will lead our team to new heights.

We would also like to take this opportunity to thank [Outgoing Team Leader's Name] for their contributions and dedication during their time as Team Leader.

Please join us in welcoming [New Team Leader's Name] to the team. We look forward to the positive impact they will make.

Best regards,

[Your Name]  
[Your Position]