

Leadership Transition Acknowledgment

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

As we approach the transition of leadership within [Company/Organization Name], we would like to take this opportunity to acknowledge and express our gratitude for the invaluable contributions made by [Outgoing Leader's Name]. Under [his/her/their] guidance, we have achieved remarkable milestones and fostered a culture of excellence.

We are excited to welcome [Incoming Leader's Name] as the new [Title]. [He/She/They] bring(s) a wealth of experience and a fresh perspective that will undoubtedly guide us as we continue to grow and innovate.

Thank you for your dedication and support during this transition period. We look forward to an exciting future ahead.

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]