

Announcement of Successor in Leadership Position

Dear [Team/Staff/Colleagues],

I am writing to inform you that after [number] years of dedicated service, [Current Leader's Name] will be stepping down from their position as [Current Position] effective [Effective Date]. We are grateful for their leadership and the impact they have had on our organization.

It is with great pleasure that I announce [Successor's Name] as the new [New Position]. [Successor's Name] has been with [Company/Organization Name] for [number] years and has demonstrated exceptional leadership skills and a commitment to our mission.

Please join me in welcoming [Successor's Name] into this new role. We are confident that they will continue to drive our organization forward and achieve great successes.

We look forward to your support during this transition. If you have any questions, please feel free to reach out.

Best regards,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]