

Transition Notice for Parent Group Exits

Dear [Parent Group Name],

We hope this message finds you well. We are writing to inform you about an upcoming transition within our parent group. As of [date], [Name(s) of the departing member(s)] will be stepping down from their roles due to [reason for exit, if appropriate].

We would like to express our heartfelt gratitude for their contributions and dedication to the group during their time with us. Their efforts have positively impacted our community, and they will be greatly missed.

As we move forward, we are committed to maintaining the strength and cohesion of our parent group. We invite all members to participate in the upcoming meeting on [date and time] to discuss the transition and explore opportunities for new leadership.

Thank you for your understanding and support during this time of change. If you have any questions or concerns, please do not hesitate to reach out.

Warm regards,

[Your Name]

[Your Position]

[Parent Group Name]

[Contact Information]