

# Leadership Change Notification

Dear [Team/Staff/Department Name],

We hope this message finds you well. We are writing to inform you about a significant change in our leadership team. Effective [Date], [Name of the outgoing leader] will be stepping down from their role as [Position]. We want to take this opportunity to express our gratitude for [his/her/their] contributions and dedication during [his/her/their] tenure.

We are pleased to announce that [Name of the incoming leader] will be assuming the position of [New Position]. [He/She/They] brings a wealth of experience and vision to our team, and we are confident that [his/her/their] leadership will guide us toward continued success.

We encourage everyone to extend a warm welcome to [Name of the incoming leader] and to reach out with any questions or concerns during this transition period. Thank you for your continued support and commitment to our goals.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]