

Management Transition Announcement

Date: [Insert Date]

Dear [Team/Employees/Stakeholders],

We are writing to inform you of an important change in our management team. As of [Effective Date], [Outgoing Manager's Name], who has served as [Outgoing Manager's Title] for [Duration], will be transitioning out of their role. We thank [Outgoing Manager's Name] for their contributions and wish them all the best in their future endeavors.

We are pleased to announce that [Incoming Manager's Name] will be stepping into the role of [New Manager's Title]. [Incoming Manager's Name] brings [brief background or qualifications], and we are excited for the vision and leadership they will bring to our team.

Please join us in welcoming [Incoming Manager's Name]. We encourage everyone to reach out and get to know them during this transition period.

Thank you for your continued support and dedication to our organization.

Sincerely,

[Your Name]

[Your Title]

[Company Name]