

# Notification of Leadership Transition

Dear [Recipient's Name],

We are writing to inform you about an important leadership transition within [Organization Name]. Effective [Effective Date], [Current Leader's Name], [Current Position], will be stepping down from their role.

We want to take this opportunity to thank [Current Leader's Name] for their dedication and contributions during their tenure. Their leadership has been instrumental in achieving our goals and guiding our team.

We are pleased to announce that [New Leader's Name] will be taking over as [New Position]. [New Leader's Name] brings [brief description of qualifications and experience] and is expected to lead us into a new phase of growth and success.

We are confident that [New Leader's Name] will continue to uphold our values and drive our mission forward. Please join us in welcoming [New Leader's Name] to their new role.

If you have any questions or would like to discuss this transition further, please feel free to reach out to [Contact Person's Name] at [Contact Information].

Thank you for your understanding and continued support.

Sincerely,

[Your Name]  
[Your Position]  
[Organization Name]