

# Board Leadership Transition Update

Date: [Insert Date]

Dear [Stakeholders/Board Members/Team],

We hope this message finds you well. We are writing to inform you about recent developments regarding our board leadership.

As of [effective date], [Name of outgoing leader], [Title/Position], will be stepping down from their role. We are grateful for their dedication and leadership during their tenure, which greatly contributed to our organization's success.

We are pleased to announce that [Name of incoming leader] has been appointed as the new [Title/Position]. [He/She/They] brings a wealth of experience in [brief description of relevant background] and we are excited for the vision and leadership [he/she/they] will bring to our board.

We will be holding a special meeting on [date of meeting] to discuss this transition and allow board members to ask any questions. We encourage everyone to attend and welcome our new leadership.

Thank you for your continued support as we navigate this transition.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]