

[Date]

To: [Stakeholders/Employees/Clients]

Subject: Announcement of Leadership Transition

Dear [Name/Team],

I am writing to formally announce a significant change in the leadership of [Company Name]. Effective [Date], [Outgoing Leader Name] will be stepping down from their role as [Job Title].

On behalf of the entire organization, I would like to thank [Outgoing Leader Name] for their [Number] years of service and their contributions to [mention a specific achievement or department]. We wish them the very best in their future endeavors.

We are pleased to announce that [Incoming Leader Name] has been appointed as the new [Job Title]. [Incoming Leader Name] brings a wealth of experience in [Area of Expertise], having previously served as [Previous Role]. We are confident that their leadership will guide [Company Name] toward continued growth and success.

To ensure a smooth transition, [Incoming Leader Name] and [Outgoing Leader Name] will work closely together over the next [Number] weeks. [Add details about any upcoming meet-and-greet sessions or town hall meetings].

We appreciate your ongoing support and commitment during this period of change. If you have any questions, please reach out to [Contact Person/Department].

Sincerely,

[Your Name]

[Your Title]

[Company Name]