

[SAMPLE LETTER TO STAKEHOLDERS- INTERIM LEADERSHIP]

[INSERT LOGO/LETTERHEAD]

Dear Friends, Participants, Collaborators, Funders, and Community Partners:

With a mixture of sadness and optimism, I'd like to let you know that [AGENCY] has established interim leadership following [INSERT PREVIOUS LEADERSHIP] departure. [INSERT NAME(S) & TITLE(S) OF INTERIM LEADERSHIP].

[NAME] is extraordinarily capable of supporting the incredible [AGENCY] crew to continue doing the amazing work that we do as well as ensure we remain true to our mission of [INSERT MISSION CONTENT]. Here's a little background on the interim leadership:

[INSERT BIO(S) & RELEVANT QUALIFICATIONS]

In collaboration with our Board and staff, we will be planning a search for permanent executive leadership over the course of [INSERT APPROXIMATE REALISTIC TIMEFRAME]. Please contact us with any thoughts, ideas, feedback, questions, etc.

[INSERT NAME(S), EMAIL(S), PHONE NUMBER(S) & SPECIFIC ROLES LIKE SERVICES, GRANTS, OUTREACH/DELIVERIES]

A message from [NAME, INTERIM TITLE]:

*[INSERT PERSONALIZED QUOTE WITH POSITIVE, HOPEFUL, COLLABORATIVE TONE. IF TRANSITION IS SCANDALOUS/DRAMATIC/PAINFUL, INCLUDE AN HONEST REFERENCE TO CHALLENGES BALANCED WITH CONFIDENCE.]*

A message from [NAME], Board Chair:

*[INSERT PERSONALIZED QUOTE WITH REASONS FOR CONFIDENCE IN INTERIM LEADERSHIP AND ASSURE READERS THAT THE BOARD IS PRESENT AND ACTIVE DURING TRANSITION. CONVEY THAT INTERIM LEADERSHIP CAN WORK WELL WITH EXISTING STAFF AND PARTICIPANTS.]*

[ADDITIONAL CONTENT FOR FUNDERS AND PARTNERS]

We plan to continue our relationship unchanged. We will be in contact in the upcoming weeks to confirm our understanding of deliverables, timelines, and expectations.

[OR]

We expect this transition to affect our agreements in the following ways:

- [INSERT CHANGE 1]
- [INSERT CHANGE 2]
- [ETC.]

We will be in contact in the upcoming weeks to collaboratively agree on adjustments and jointly revise our agreements.

[ADDITIONAL CONTENT FOR PARTICIPANTS]

The leadership transition will not affect services or hours. Please see our website [INSERT WEBSITE] for specific hours and services.

[OR]

During this transition time, we are modifying services by [INSERT CHANGES]. These changes will take effect [INSERT TIME] and will continue for [INSERT TIME FRAME OR "INDEFINITELY"]. However, [INSERT SERVICES] will remain unchanged- you will see the same efforts from the same team at the same time!

Please contact [CONTACT PERSON] for any additional questions or concerns.

Sincerely,

[INSERT TITLE- MOST LIKELY BOARD PRESIDENT]