

[SAMPLE LETTER TO STAKEHOLDERS- PERMANENT LEADERSHIP]

[INSERT LOGO/LETTERHEAD]

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

We are excited to announce that [INSERT NAME] will be joining [AGENCY] as our new executive director.

[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 [NAME]:

[INSERT BIO & RELEVANT QUALIFICATIONS]

A message from [NAME, EXECUTIVE DIRECTOR]:

*[INSERT PERSONALIZED QUOTE WITH POSITIVE, HOPEFUL, COLLABORATIVE TONE.
INCLUDE SPECIFIC REFERENCE TO EXISTING TEAM AND PROGRAMS.]*

A message from [NAME], Board Chair:

*[INSERT PERSONALIZED QUOTE WITH REASONS FOR CONFIDENCE IN NEW LEADERSHIP
AND ASSURE READERS THAT THE BOARD IS PRESENT AND ACTIVE DURING TRANSITION.]*

[ADDITIONAL CONTENT FOR FUNDERS AND PARTNERS]

We plan to continue our relationship unchanged. We will be in contact in the upcoming weeks to introduce you and 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!

We are hosting an event on [INSERT DATE, TIME, LOCATION] so you can welcome [NAME] and introduce yourself.

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

Sincerely,

[INSERT NAME AND TITLE- MOST LIKELY BOARD PRESIDENT]