

[Date]

[Recipient Name]

[Recipient Title/Company]

[Recipient Address]

[City, State, Zip Code]

Subject: Official Notice of Management Change

Dear [Recipient Name/Valued Customer/Staff],

This letter serves as official notification regarding a change in management at [Company Name]. Effective [Date], [Outgoing Manager Name] will be stepping down from the position of [Job Title].

We are pleased to announce that [Incoming Manager Name] has been appointed as the new [Job Title]. [Incoming Manager Name] brings [Number] years of experience in [Industry/Field] and we are confident that they will be a valuable asset to our team and to our continued partnership with you.

Please note that this transition will not affect our current operations or the quality of service you receive. All existing contracts, agreements, and points of contact remain in place, except for direct reporting to the management position mentioned above.

You can reach [Incoming Manager Name] at:

- Email: [Email Address]
- Phone: [Phone Number]

We thank you for your continued support during this transition. If you have any questions, please do not hesitate to contact us.

Sincerely,

[Your Signature]

[Your Name]

[Your Title]

[Company Name]