

Date: [Insert Date]

To All Residents of [Property Name],

Subject: Notice of New On-Site Property Manager

Dear Residents,

We are writing to formally announce a change in the management team at [Property Name]. Effective [Start Date], [New Manager's Name] will be joining us as your new On-Site Property Manager.

[New Manager's Name] brings [Number] years of experience in property management and is committed to maintaining a high quality of living for all our residents. They will be responsible for overseeing daily operations, handling maintenance requests, and addressing any concerns you may have regarding the community.

Office Hours:

[Insert Days and Hours, e.g., Monday - Friday, 9:00 AM to 5:00 PM]

Contact Information:

Phone: [Insert Phone Number]

Email: [Insert Email Address]

Please continue to use the [Online Portal Name/Existing Method] for routine maintenance requests and rent payments. For any urgent matters during office hours, you may visit the management office or call the number listed above.

We would also like to take this opportunity to thank [Former Manager's Name] for their service and wish them the best in their future endeavors.

Thank you for being a valued part of our community. We look forward to a smooth transition.

Sincerely,

[Your Name/Company Name]

[Title]

[Contact Information]