

[Date]

Re: Introduction of Appointed On-Site Property Manager

Dear Residents of [Community Name],

We are pleased to announce the appointment of [Manager's Full Name] as your new On-Site Property Manager, effective [Start Date].

[Manager's Name] joins our team with [Number] years of experience in property management. In this role, they will be responsible for overseeing daily operations, coordinating maintenance requests, and ensuring the continued upkeep and safety of our community.

The On-Site Manager will be available at the community office during the following hours:

- Monday - Friday: [Start Time] to [End Time]
- Saturday - Sunday: [Closed/By Appointment]

Contact Information:

Office Location: [Building/Suite Number]

Phone Number: [Phone Number]

Email Address: [Email Address]

For after-hours maintenance emergencies, please continue to use the emergency line at [Emergency Phone Number].

We invite you to stop by the office to welcome [Manager's Name] to the community. We are confident that their expertise will be a great asset to all residents.

Sincerely,

[Your Name/Signature]

[Your Title]

[Management Company Name]