

**Date:** [Insert Date]

**To:** [Contractor Name/Company Name]

**Attn:** [Contact Person Name]

**Subject: Notice of Management Transition**

Dear [Contractor Name],

We are writing to formally notify you of a change in the management structure at [Your Company Name], effective [Effective Date].

As part of this transition, your primary point of contact for all matters regarding your contract, project coordination, and invoicing will change. Please direct all future communications to:

**New Management Contact:** [Name of New Manager]

**Title:** [Job Title]

**Email:** [Email Address]

**Phone:** [Phone Number]

Our current projects and the terms of your existing contract remain unchanged. We value our partnership and look forward to a smooth transition. [Name of New Manager] will be reaching out shortly to introduce themselves and discuss any ongoing tasks.

Please update your records accordingly. If you have any immediate questions regarding this transition, please contact [Department Name] at [Phone/Email].

Thank you for your continued service.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]