

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Notification of Management Succession

Dear [Client Name],

We are writing to formally notify you of a change in the management structure at [Contractor Company Name].

Effective [Date], [Outgoing Manager Name] will be stepping down from their role as [Title]. We are pleased to announce that [Incoming Manager Name] has been appointed as the new [Title] and will be overseeing your property projects moving forward.

[Incoming Manager Name] brings [Number] years of experience in property contracting and is fully briefed on all your current requirements, site specifications, and ongoing service schedules. Our goal is to ensure a seamless transition with no disruption to your daily operations or project timelines.

Your primary point of contact for all service requests, billing inquiries, and project updates will now be:

Name: [Incoming Manager Name]

Title: [Title]

Phone: [Phone Number]

Email: [Email Address]

We value our partnership with you and remain committed to delivering the high-quality contracting services you expect from [Contractor Company Name]. If you have any questions regarding this transition, please feel free to contact us.

Sincerely,

[Your Name]

[Your Title]

[Contractor Company Name]