

Date: [Insert Date]

To: [Maintenance Staff Member Name]

Subject: Notice of Property Ownership Change and Employment Transition

Dear [Staff Member Name],

This letter is to formally notify you that the property located at [Property Address] has been acquired by [Name of Bank/Financial Institution] following a foreclosure process, effective [Date of Foreclosure].

As a result of this change in ownership, the management of the property is being transferred to [Name of New Management Company]. We wish to inform you of how this transition affects your current role:

Current Employment Status: Your current employment under [Old Property Management/Owner Name] will officially conclude on [End Date].

Opportunity for Re-engagement: The new management team values the institutional knowledge you have of the facility. You are invited to interview for a position with [Name of New Management Company] to continue your maintenance duties. Please contact [Name of Contact Person] at [Phone Number/Email] by [Deadline Date] to discuss this opportunity.

Final Compensation: Your final paycheck, including any accrued vacation time or benefits owed by the previous owner, will be issued on [Date] via [Payment Method].

Handover Procedures: Until [End Date], please continue your regular duties. We request that you prepare a list of pending repairs, a log of master keys, and access codes to be handed over to [Name of Transition Coordinator] on your final day.

We thank you for your dedicated service to the property and its residents during your tenure.

Sincerely,

[Your Name/Signature]

[Title]

[Company Name/Acting Agent for the Bank]