

Letter of Role Transition Support

Date: [Insert Date]

Dear [Manager's Name],

Congratulations on your new role as [New Position]!

As you transition into this position, I want to offer my support and resources to help you navigate this new journey. It's natural to face challenges when stepping into a managerial role, and I am here to assist you in any way possible.

Key Areas of Support:

- **One-on-One Coaching Sessions:** Schedule regular meetings to discuss challenges and strategies.
- **Resource Materials:** Access to management tools and best practice guidelines.
- **Peer Networking:** Connect with other managers for shared experiences and advice.

Please feel free to reach out to me directly at [Your Email] or [Your Phone Number]. I am excited to see how you will contribute to our team and drive success in your new role.

Best regards,

[Your Name]

[Your Position]

[Your Company]