

Subject: Personnel Change Notification

Dear [Partner's Name],

We hope this message finds you well. We are writing to inform you of a recent personnel change within our organization.

As of [Effective Date], [Employee's Name] will be leaving their position as [Job Title]. We are grateful for their contributions to our team and wish them all the best in their future endeavors.

We are pleased to announce that [New Employee's Name] will be stepping into this role. [He/She/They] brings a wealth of experience in [brief description of experience or skills related to the role] and is looking forward to continuing our positive relationship.

Should you have any questions or require further information, please do not hesitate to reach out to us.

Thank you for your understanding, and we look forward to our continued partnership.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]