

Notice of Personnel Change

Dear [Vendor's Name],

We hope this message finds you well. We are writing to inform you of a recent personnel change at [Your Company Name]. Effective [Effective Date], [Former Employee's Name] has transitioned from their role as [Former Employee's Position].

We are pleased to announce that [New Employee's Name] will be taking over the responsibilities related to our partnership. [New Employee's Name] can be reached at [New Employee's Email] or [New Employee's Phone Number].

We appreciate your understanding during this transition and look forward to continuing our successful collaboration.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]