

# Transition Notice

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Recipient's Address]

Dear [Recipient's Name],

We would like to inform you that there has been a change in our contact personnel for [specific department or project]. Effective [effective date], [New Contact Person's Name] will be your new point of contact.

[New Contact Person's Name] can be reached at the following:

- Email: [New Contact Person's Email]
- Phone: [New Contact Person's Phone Number]

[Previous Contact Person's Name] will no longer be handling your account and we appreciate your understanding during this transition.

Thank you for your continued support and cooperation. If you have any questions or need further assistance, please do not hesitate to reach out to [New Contact Person's Name].

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]