

# Franchisee Software Transition Briefing

Date: [Insert Date]

To: [Franchisee Name]

From: [Your Name]

Subject: Upcoming Software Transition

Dear [Franchisee Name],

We are excited to inform you about the upcoming transition to our new franchise management software, which will enhance the efficiency and effectiveness of your operations. We believe that this upgrade will provide you with improved tools and resources to better serve your customers and manage your franchise.

Here are the key details regarding the software transition:

- **Transition Date:** [Insert Transition Date]
- **Training Schedule:** [Insert Training Dates and Times]
- **Support Resources:** [Insert Details of Support Resources]

Please ensure that your team is prepared for the transition by reviewing the attached materials and completing the preliminary training sessions. We are committed to providing you with the support you need during this change.

If you have any questions or require further clarification, please do not hesitate to reach out to us at [Insert Contact Information].

Thank you for your cooperation and support as we embark on this important transition.

Sincerely,

[Your Name]

[Your Position]

[Company Name]