

Tenant Transition Notification

Date: [Insert Date]

To: [Resident Manager's Name]

[Apartment Complex Name]

[Address]

Dear [Resident Manager's Name],

I hope this message finds you well. I am writing to formally notify you of my transition from tenant to resident manager at [Apartment Complex Name]. This transition will take effect from [Effective Date].

As we discussed, my responsibilities will include [list specific responsibilities]. I am excited about this opportunity and am committed to ensuring a smooth transition and continued positive relationships with all residents.

Please let me know if there are any additional steps you would like me to take during this process. I appreciate your support and look forward to working together.

Thank you.

Sincerely,

[Your Name]

[Your Current Apartment Number]

[Your Contact Information]