

# Notification of Management Change

Date: [Insert Date]

To: [Client's Name]

Address: [Client's Address]

## **Subject: Change in Security Guard Service Management**

Dear [Client's Name],

We are writing to inform you about a recent change in the management team overseeing your security guard services. Effective [Insert Effective Date], [New Manager's Name] will be taking over the management responsibilities previously held by [Former Manager's Name].

[New Manager's Name] comes with [number] years of experience in security management and is committed to maintaining the high standards of service you have come to expect from us. Our team will continue to be dedicated to ensuring the safety and security of your premises.

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

Thank you for your understanding and continued trust in our services.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]