

Notification of Change in Project Management

Dear Team,

We hope this message finds you well. We would like to inform you about an important change regarding the management of our current projects.

Effective [start date], [New Project Manager's Name] will be taking over the role of Project Manager for [Project Name]. [He/She/They] brings [his/her/their] extensive experience and expertise to ensure the success of our projects moving forward.

[Previous Project Manager's Name] will be transitioning to [new role or responsibility], and we want to thank [him/her/them] for [his/her/their] hard work and dedication during the project.

We encourage you to reach out to [New Project Manager's Name] at [email/contact information] with any questions or concerns you may have regarding this transition.

Thank you for your attention to this matter and for your continued commitment to our projects.

Sincerely,

[Your Name]

[Your Position]

[Company Name]