

Role Transition Announcement

Dear [Partner's Name],

We hope this message finds you well. We are writing to inform you about an important change within our organization that may impact our partnership.

As of [effective date], [Employee's Name] will be transitioning from the role of [Current Role] to [New Role]. During their time in [Current Role], [Employee's Name] has made significant contributions, and we are confident that they will continue to excel in their new position.

We are committed to ensuring a smooth transition and maintaining our collaborative efforts. [New Contact Person's Name] will be your new point of contact for any inquiries moving forward. You can reach them at [Contact Information].

We thank you for your continued partnership and support. Please feel free to reach out if you have any questions or need further information.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]