

Transition Guidelines for Reseller Subscription Engagement

Date: [Insert Date]

To: [Reseller Name]

From: [Your Company Name]

Dear [Reseller Name],

We are excited to inform you about the upcoming transition in our reseller subscription engagement. As part of our commitment to enhancing our partnership, we have developed a set of guidelines to ensure a smooth transition.

1. Overview of Changes

In this section, outline the key changes occurring in the subscription model, including new features, pricing adjustments, and timeline for the transition.

2. Action Items

- Review the new subscription tiers and benefits.
- Attend the scheduled training session on [insert date].
- Submit any questions or concerns by [insert deadline].

3. Support Resources

We have provided several resources to assist during this transition:

- FAQs Document: [Insert link]
- Contact Support: [Insert support email and phone number]
- Webinar Recording: [Insert link]

Conclusion

Your collaboration is essential to make this transition successful. We appreciate your continued partnership and look forward to the exciting opportunities ahead.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]
[Your Contact Information]