

Contractor Personnel Update Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Company Name]

Subject: Contractor Personnel Update Notification

Dear [Recipient's Name],

We are writing to inform you of an update regarding our contractor personnel.

Effective [Insert Effective Date], [Name of the Contractor] will be replacing [Previous Contractor's Name] in the role of [Position/Role]. [Brief description of the contractor's background or qualifications].

We will ensure a seamless transition and are committed to maintaining the highest level of service. Should you have any questions or require additional information, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]