

Notice of Contractor Staff Change

Date: [Insert Date]

Dear [Recipient's Name],

We would like to inform you about a change within our contractor team. As of [Effective Date], [Former Staff's Name], who has been serving as [Former Staff's Position], will be leaving our organization. We appreciate their contributions and wish them all the best in their future endeavors.

We are pleased to introduce [New Staff's Name], who will take over the responsibilities as [New Staff's Position]. [New Staff's Name] brings [his/her/their] experience in [Relevant Experience or Skills], and we are confident that [he/she/they] will continue to deliver exceptional service.

Should you have any questions or need further assistance during this transition, please feel free to contact us at [Your Contact Information].

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]