

Contractor Staff Substitution Notification

Date: [Insert Date]

To: [Client/Recipient Name]

[Client/Recipient Address]

Dear [Client/Recipient Name],

We would like to inform you of a substitution in our contractor staff assigned to your project. Effective [Insert Date], [New Staff Name] will be replacing [Old Staff Name] as [Position/Role].

[New Staff Name] comes with [brief background or experience] and is fully equipped to continue the high standard of work you expect from us.

We appreciate your understanding and support during this transition. Please feel free to reach out if you have any questions or need further information.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]