

Contractor Personnel Transition Notification

Date: [Insert Date]

To: [Contractor's Name]
[Contractor's Address]
[City, State, Zip Code]

Dear [Contractor's Name],

We are writing to inform you of an upcoming transition regarding personnel working on the [Project Name/Number]. As part of our ongoing efforts to streamline operations and enhance project delivery, we will be implementing changes to the personnel assigned to this project.

The following personnel will be transitioning out of the project:

- [Name of Personnel 1] - [Position]
- [Name of Personnel 2] - [Position]
- [Name of Personnel 3] - [Position]

The changes will take effect on [Effective Date]. We appreciate their contributions and wish them the best in their future endeavors.

We will be assigning [New Personnel Name(s)] to take over their responsibilities. They will be in touch shortly to ensure a smooth transition.

If you have any questions or require further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your understanding and cooperation during this transition.

Sincerely,

[Your Name]
[Your Position]
[Your Company]
[Your Company Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]