

Transition Notice

Date: [Insert Date]

Dear [Referral Source's Name],

I hope this message finds you well. I am writing to inform you that I will be transitioning from my role at [Current Company Name] to [New Company Name] effective [Transition Date]. I want to take this opportunity to express my gratitude for the support and trust you have placed in me over the years.

Please rest assured that I am committed to ensuring a smooth transition for you and your clients. My new contact information will be as follows:

- Name: [Your Name]
- Phone: [Your New Phone Number]
- Email: [Your New Email Address]
- Office Address: [Your New Office Address]

I am excited about this new chapter and am looking forward to continuing our partnership at [New Company Name]. Should you have any questions or need assistance during this transition, please do not hesitate to reach out to me.

Thank you once again for your continued support.

Warm regards,

[Your Name]

[Your Title]

[New Company Name]

[Your New Phone Number]

[Your New Email Address]