

Transition Notice

Date: [Insert Date]

Dear [Stakeholder's Name],

We hope this message finds you well. We are writing to inform you about an important transition regarding our insurance agency. As of [Transition Date], [Agent's Name] will be transitioning out of their role as [Agent's Position] at [Agency Name].

During their tenure, [Agent's Name] has greatly contributed to our team and provided exceptional service to our stakeholders. We are grateful for their dedication and wish them the best in their future endeavors.

Moving forward, [New Agent's Name] will assume the responsibilities previously held by [Agent's Name]. [New Agent's Name] brings [brief background about the new agent] and is excited to ensure a seamless transition. They can be reached at [New Agent's Email] or [New Agent's Phone Number].

We appreciate your understanding and continued support during this transition. Should you have any questions or require assistance, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Agency Name]

[Your Contact Information]