

Partnership Transition Announcement

Date: [Insert Date]

Dear [Recipient's Name],

We are excited to announce an important transition in our partnership with [Partner's Company Name]. Effective [Insert Effective Date], [New Partner's Name] will join our team as a [New Position/Role]. This change reflects our commitment to strengthening our collaboration and enhancing the services we provide to our clients.

[New Partner's Name] brings a wealth of experience in [Relevant Experience/Field], and we are confident that they will play a vital role in driving our mission forward.

We would like to take this opportunity to thank [Previous Partner's Name] for their invaluable contributions during their time with us and wish them all the best in their future endeavors.

Should you have any questions or require further information, please do not hesitate to reach out to us at [Your Contact Information].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]