

# Partnership Notification

Date: [Insert Date]

Dear [Partner's Name],

We hope this message finds you well. We are writing to inform you of an important transition within our leadership team that will take effect on [Insert Date].

As part of our ongoing efforts to enhance our partnership and drive mutual success, we are pleased to announce that [Name of New Leader] will be taking on the role of [New Position/Title] at [Organization Name]. [He/She/They] brings a wealth of experience and a fresh perspective that we believe will greatly benefit our collaboration.

[Name of Former Leader], who has held this position for [duration], will be transitioning to [brief description of new role or retirement] effective [Insert Date]. We would like to express our sincere gratitude for [his/her/their] outstanding contributions during [his/her/their] tenure and we wish [him/her/them] all the best in [his/her/their] future endeavors.

We are committed to ensuring a smooth transition and are confident that [Name of New Leader] will reach out to you shortly to discuss ongoing projects and initiatives.

Thank you for your continued support and partnership. We are excited about this new chapter and the opportunities that lie ahead.

Sincerely,

[Your Name]

[Your Position]

[Your Organization Name]

[Contact Information]