

Partnership Transition Notification

Date: [Insert Date]

Dear [Partner's Name],

We are writing to inform you of an important change in our partnership. As of [Transition Date], [Current Partner Name] will be transitioning out of their role as [Position/Title], and [New Partner Name] will be stepping in as the new [Position/Title].

This change is part of our ongoing efforts to [briefly state reason for transition, e.g., enhance our services, improve efficiency, etc.]. We believe that [New Partner Name]'s experience and skills will greatly benefit our collaboration.

Please feel free to reach out if you have any questions or need further clarification. We appreciate your understanding and continued support during this transition.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]