

# Transition Notice After Successful Joint Project

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

We are pleased to announce the successful completion of our joint project, [Project Name], which has yielded great results and value for all parties involved. This accomplishment reflects the hard work and collaboration between [Your Company/Organization Name] and [Recipient's Company/Organization Name].

As we transition from the project phase to the next steps, we want to ensure that all stakeholders are informed of the changes that will take place. Effective [Transition Date], our teams will [briefly describe the transition, e.g., "shift responsibilities," "move to the next phase," "begin engagement with new clients," etc.].

We appreciate the support and collaboration throughout the project and are excited about the future opportunities stemming from this initiative. Please feel free to reach out if you have any questions or need further clarification on the transition process.

Thank you once again for your partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Contact Information]