

Management Transition Letter

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

We are writing to inform you about an important transition within our management team at [Company Name]. Effective [Start Date], [Outgoing Manager's Name] will be stepping down from their position as [Outgoing Manager's Position]. We thank them for their dedication and contributions during their tenure.

We are pleased to announce that [Incoming Manager's Name] will be stepping into the role of [New Position]. [Incoming Manager's Name] brings [brief description of qualifications and experience] and will ensure a smooth transition.

We appreciate your understanding and support as we move forward with this change. Please feel free to reach out to us if you have any questions or concerns.

Thank you for your continued commitment to [Company Name].

Sincerely,

[Your Name]

[Your Position]

[Company Name]