



CHANGE OF MANAGEMENT LETTER

May 15, 2055

Lawrence Orn
Director of Business Development
IntelShop
Las Vegas, NV 89101

Dear **Lawrence Orn**,

We are writing to inform you of an important change in the management of **[Your Company Name]**. As of **June 1, 2055**, **Lester Nolan** will be stepping into the role of **Chief Executive Officer (CEO)**.

James comes to **[Your Company Name]** with over 20 years of experience in the logistics and supply chain industry, having previously held leadership roles at several leading companies. His proven track record in driving operational efficiency, improving customer satisfaction, and fostering strategic partnerships makes him an excellent fit to lead our company into its next phase of growth.

This leadership change aligns with our strategic vision for the future and will ensure that **[Your Company Name]** remains at the forefront of the logistics and distribution sector. James is committed to maintaining the high standards of excellence that you have come to expect from us, and he looks forward to working closely with you and your team.

Sample Letter Informing Customers Of Management Change

G Thomas



Sample Letter Informing Customers Of Management Change:

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