

NEW MANAGER LETTER TO TENANTS Workbook

new manager letter to tenants ? a well-crafted communication is essential when a property management team changes hands. Whether you're a new manager stepping into an existing property or an experienced manager taking over a new community, sending a professional and transparent letter to tenants sets the tone for a positive relationship. This article provides a comprehensive guide on how to craft an effective new manager letter to tenants, including key elements to include, sample templates, and best practices to ensure clear communication and foster trust.

Understanding the Importance of a New Manager Letter to Tenants

A new manager letter to tenants serves multiple purposes:

- Introduction: It introduces the new management personnel to the tenants.
- Reassurance: It reassures tenants about the stability and continuity of services.
- Transparency: It provides transparency about any upcoming changes or policies.
- Building Relationships: It helps establish a positive rapport between tenants and management.

Effective communication minimizes confusion, alleviates concerns, and encourages cooperative relationships, which are crucial for smooth property operations.

Key Elements to Include in a New Manager Letter to Tenants

When drafting a new manager letter to tenants, ensure it covers the following essential components:

1. Clear Introduction

Begin with a warm greeting and state the purpose of the letter. For example:

- Announce your role as the new manager.
- Express enthusiasm for managing the community.

2. Personal Introduction

Share a brief professional background:

- Name and position.
- Relevant experience in property management.
- Contact information (email, phone number).

3. Reassurance and Continuity

Address any concerns about the change:

- Confirm that existing services and policies will continue.
- Emphasize commitment to maintaining or improving quality of living.

4. Contact and Communication

Encourage tenants to reach out:

- Provide preferred methods of contact.
- Offer office hours or times when tenants can meet in person.

5. Updates and Changes

Inform tenants of any upcoming changes:

- Policy adjustments.
- Maintenance schedules.
- Community events or initiatives.

6. Invitation for Feedback

Encourage open communication:

- Invite tenants to share concerns or suggestions.
- Provide avenues for feedback (surveys, meetings).

7. Closing Remarks

End on a positive note:

- Express appreciation for tenants' cooperation.
- Reiterate commitment to maintaining a safe and comfortable community.

Sample Template of a New Manager Letter to Tenants

Below is a sample template that can be tailored to your specific situation:

``plaintext

Dear Valued Residents,

My name is [Your Name], and I am excited to introduce myself as the new property manager for [Community/Property Name]. I am honored to serve as your point of contact and look forward to working with you to ensure our community remains a safe, comfortable, and welcoming place to call home.

With over [number] years of experience in property management, I am committed to maintaining high standards of service and fostering a positive environment for all residents. Please feel free to reach out to me at [email address] or [phone number], and I am happy to assist with any questions or concerns you may have.

I want to assure you that the transition to new management will be seamless. All existing policies and services will continue as usual, and I am eager to implement new initiatives that enhance your living experience. In the coming weeks, I will be scheduling community meetings to introduce myself further and gather your feedback.

Your comfort and satisfaction are our top priorities. If there are any issues or suggestions you wish to discuss, do not hesitate to contact me. I am here to serve you and look forward to building a positive relationship.

Thank you for your cooperation and trust. Together, we will continue to make [Community/Property Name] a wonderful place to live.

Warm regards,

[Your Name]

Property Manager

[Community/Property Name]

[Contact Information]

...

Best Practices for Writing a New Manager Letter to Tenants

To maximize the effectiveness of your communication, consider these best practices:

1. Be Professional and Friendly

Maintain a respectful tone that balances professionalism with approachability.

2. Keep It Concise and Clear

Avoid jargon and overly lengthy explanations. Clear, straightforward language ensures everyone understands.

3. Personalize When Possible

Use residents' names if feasible, or tailor parts of the message to specific community needs.

4. Use Multiple Communication Channels

Distribute the letter via email, physical mail, or community bulletin boards to reach all tenants effectively.

5. Follow Up

Schedule follow-up communications or meetings to reinforce your availability and commitment.

6. Be Transparent About Changes

If there are upcoming changes, explain the reasons and benefits clearly to avoid misunderstandings.

Additional Tips for a Successful Transition

- Host a Welcome Event: Consider hosting a meet-and-greet or community event to introduce yourself in person.

- Provide Clear Contact Points: Ensure tenants know how to reach you or your team easily.
- Maintain Consistency: Continue existing policies until new ones are implemented, to maintain stability.
- Solicit Feedback: Regularly ask for tenants' input to improve community living.

Conclusion

A well-written new manager letter to tenants is a vital communication tool that fosters trust, transparency, and community spirit. By including key elements such as introductions, reassurances, contact information, and invitations for feedback, property managers can set a positive tone for their tenure. Remember, the goal is to build strong relationships with tenants, ensuring they feel valued and confident in the management of their community.

Effective communication not only smooths the transition process but also lays the foundation for a cooperative and harmonious living environment. Use the templates and tips provided to craft your own professional and welcoming letter, and watch your community thrive under your management.

New manager letter to tenants is a crucial communication tool that sets the tone for the landlord-tenant relationship during a management transition. When a property management company or individual manager assumes responsibility for a building or complex, the way they introduce themselves to tenants can significantly influence tenant satisfaction, trust, and overall community atmosphere. A well-crafted new manager letter not only informs tenants of changes but also reassures them, outlines expectations, and fosters a sense of partnership. This article explores the essential elements of an effective new manager letter, its benefits, common pitfalls, and best practices to ensure clear, professional, and positive communication.

The Importance of a New Manager Letter to Tenants

A new manager letter serves multiple vital functions in property management. It acts as a formal introduction, provides transparency about the transition, and sets the stage for future interactions. When tenants receive such a letter, they gain clarity about who is responsible for their housing, how to reach the new management team, and what changes or continuities to expect.

Key reasons why a new manager letter is essential include:

- Building Trust: Establishes the new management team's credibility and approachability.
- Reducing Uncertainty: Clarifies any changes in policies, rent collection, maintenance procedures, or community rules.
- Fostering Community: Demonstrates a commitment to maintaining a positive living environment and open communication.

- Legal and Administrative Compliance: Ensures tenants are informed about their rights and any procedural updates.

A thoughtfully written letter can prevent misunderstandings, reduce complaints, and create a welcoming atmosphere for tenants during the transition.

Core Components of an Effective New Manager Letter

A comprehensive new manager letter should include several critical sections, each serving a specific purpose. Below are the key components and suggestions for crafting each:

1. Warm Introduction and Welcome

- Express genuine gratitude for tenants' cooperation.
- Introduce yourself by name, role, and experience.
- Share your enthusiasm for managing the property and serving the community.

Example:

_"Dear Residents,

My name is Jane Doe, and I am excited to introduce myself as the new property manager for [Property Name]. I bring over 10 years of experience in residential management and am committed to ensuring your home remains a comfortable, safe, and enjoyable place to live."_

Benefits:

- Sets a positive tone.
- Builds rapport.

Potential Pitfalls:

- Being overly formal or impersonal.
- Failing to personalize the message.

2. Transition Details and Background

- Briefly explain the reason for management change (e.g., new ownership, management restructuring).
- Reassure tenants about continuity of services and maintenance.
- Clarify any immediate procedural changes, if applicable.

Example:

"This change is part of our ongoing efforts to improve the management and services at [Property Name]. Rest assured, your rent payments, maintenance requests, and community rules will continue seamlessly, and our team is here to support you."

Benefits:

- Reduces anxiety and rumors.
- Clarifies expectations.

Potential Pitfalls:

- Overloading with unnecessary details.
- Failing to communicate stability.

3. Contact Information and Office Hours

- Provide clear contact details: phone number, email, office location, and hours of operation.
- Include instructions for emergency contacts or after-hours issues.

Example:

"You can reach me at [phone number] or via email at [email address]. Our office hours are Monday through Friday, 9 AM to 5 PM. For urgent maintenance after hours, please call [emergency contact number]."

Benefits:

- Facilitates open communication.
- Ensures tenants know how to reach help when needed.

Potential Pitfalls:

- Outdated or incorrect contact info.
- Lack of clarity on emergency procedures.

4. Reaffirmation of Community Rules and Policies

- Briefly mention adherence to community standards, safety, and respect.
- Encourage tenants to report issues or concerns.

Example:

"We are committed to maintaining a respectful and safe community. Please continue to follow community guidelines, and do not hesitate to contact us if you observe or experience any concerns."

Benefits:

- Reinforces community standards.
- Promotes proactive communication.

Potential Pitfalls:

- Overly strict tone.
- Ignoring existing policies.

5. Future Engagement and Open Door Policy

- Invite tenants to meet or connect during upcoming community events or meetings.
- Encourage feedback and suggestions.

Example:

"We look forward to getting to know you and welcome your feedback. Please join us at the upcoming resident meet-and-greet on [date]. Your suggestions help us serve you better."

Benefits:

- Builds community spirit.
- Demonstrates a collaborative approach.

Potential Pitfalls:

- Not following through with engagement initiatives.

6. Closing Remarks and Appreciation

- Thank tenants for their cooperation and patience during the transition.
- Reiterate your commitment to their well-being.

Example:

"Thank you for your warm welcome and cooperation during this transition. I am dedicated to making [Property Name] a wonderful place to call home."

Benefits:

- Leaves a positive impression.
- Reinforces commitment.

Potential Pitfalls:

- Overpromising or sounding insincere.

Best Practices for Writing a New Manager Letter to Tenants

To maximize effectiveness, consider these best practices:

- Keep it professional yet personable: Use friendly language, but maintain professionalism.
- Be concise but comprehensive: Cover essential points without overwhelming tenants.
- Use clear and straightforward language: Avoid jargon or complex terminology.

- Personalize where possible: Address tenants directly and include community-specific details.
- Proofread thoroughly: Eliminate typos and grammatical errors to reflect credibility.
- Format for readability: Use headings, bullet points, and short paragraphs.
- Follow up: Consider sending a follow-up email or hosting a Q&A session to address questions.

Pros and Cons of Sending a New Manager Letter

Pros:

- Establishes clear communication channels from the outset.
- Builds trust and transparency.
- Sets the tone for a positive management-tenant relationship.
- Reduces misunderstandings and complaints.
- Demonstrates professionalism and dedication.

Cons:

- Requires time and effort to craft thoughtfully.
- May be overlooked if not distributed properly.
- If poorly written or inconsistent, can create confusion or distrust.
- Might prompt a flood of questions if not anticipating tenant concerns.

Features of an Excellent New Manager Letter

- Personalization: Addresses tenants by name or unit number where feasible.
- Transparency: Clearly explains reasons for management change and future plans.
- Accessibility: Provides multiple contact options and emphasizes openness.
- Reassurance: Conveys stability and commitment to quality service.
- Community Focus: Highlights a desire to foster a positive living environment.

Conclusion

A new manager letter to tenants is more than just an informational document; it's a strategic tool for building trust, establishing communication, and fostering a sense of community during a period of change. When crafted thoughtfully, it can serve as the foundation for a positive and collaborative relationship between management and residents. By including essential components such as introductions, contact information, community policies, and future engagement opportunities, the letter sets the stage for ongoing cooperation and satisfaction. Remember, clear, sincere, and

professional communication not only eases transitions but also paves the way for a harmonious living environment where tenants feel valued and heard.

Question What should be included in a new manager letter to tenants? A new manager letter should include an introduction of the manager, contact information, any upcoming changes or policies, rent payment details, and a welcoming message to foster positive communication. How can a new manager communicate changes effectively to tenants? The manager should clearly outline the changes, explain the reasons behind them, provide a timeline, and encourage tenants to reach out with questions to ensure transparency and understanding. Is it necessary to invite tenants to meet the new manager? Yes, inviting tenants to a meet-and-greet helps build rapport, fosters trust, and allows tenants to voice concerns or ask questions directly to the new manager. What tone should a new manager use in a letter to tenants? The tone should be professional, friendly, and reassuring, emphasizing open communication and a commitment to maintaining a positive living environment. How soon should a new manager send out a letter to tenants after taking over? The letter should be sent promptly, ideally within the first week of taking over, to establish clear communication and set expectations early on. Can a new manager include contact information for emergencies in the letter? Absolutely, including emergency contact details ensures tenants know how to reach the manager or appropriate personnel in urgent situations. Should the new manager address existing issues in the tenant letter? Yes, if there are ongoing concerns or improvements planned, addressing them in the letter shows attentiveness and a proactive approach to resolving issues. Are personalized messages recommended in a new manager letter? Personalized messages can help build rapport, making tenants feel valued and more comfortable engaging with the new management team.

Related keywords: property management, tenant communication, lease update, managerial announcement, rental agreement, tenant notification, property manager letter, occupancy update, landlord-tenant relationship, rent policies

sample letter introducing new manager to clients

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Introducing a new manager to your clients is a crucial communication that can influence ongoing relationships and future opportunities. Whether your organization is undergoing leadership changes or expanding its management team, sending a well-crafted introductory letter ensures a smooth transition and reassures clients of continued service excellence. In this article, we will explore the essential elements of a professional and effective sample letter introducing a new manager to clients, along with tips on customizing your message for maximum impact.

Why Sending a Letter to Introduce a New Manager Matters

Before diving into the structure and content of the letter, it's important to understand why such communication is vital:

Builds Trust and Maintains Relationships

Clients value transparency and proactive communication. Introducing your new manager demonstrates your commitment to maintaining a strong relationship and reassures clients that their needs will continue to be prioritized.

Provides Clarity and Continuity

A clear introduction helps clients understand who will be their new point of contact, reducing confusion and ensuring seamless service delivery.

Enhances Company Reputation

Proactively communicating leadership changes reflects professionalism and strengthens your organization's reputation as a transparent and client-focused business.

Key Elements of an Effective Introduction Letter

A well-structured introduction letter should include several core elements to convey professionalism and warmth:

1. Clear Subject Line and Opening

Begin with a straightforward subject line if sending via email, such as "Introducing Your New Account Manager" or "Meet Our New Leadership at [Company Name]." The opening paragraph should immediately state the purpose of the letter.

2. Personal Greeting

Address the client by name to personalize the message. Use respectful and friendly language.

3. Introduction of the New Manager

Provide the new manager's full name, job title, and a brief professional background highlighting relevant experience, skills, and achievements.

4. Reassurance of Continuity

Express your organization's commitment to service quality and reassure clients that their needs will be met without disruption.

5. Personal Touch and Warm Welcome

Include a warm message from the new manager, perhaps sharing their enthusiasm for working with the client.

6. Contact Information and Next Steps

Share how clients can reach the new manager directly, and invite questions or feedback.

7. Closing Statement

End on a positive note, expressing appreciation for the client's ongoing partnership.

8. Professional Signature

Include the sender's name, position, and contact details.

Sample Letter Template: Introducing a New Manager to Clients

Below is a comprehensive sample letter you can customize according to your needs:

``plaintext

Subject: Introducing Your New Account Manager at [Company Name]

Dear [Client's Name],

I hope this message finds you well. As part of our ongoing efforts to enhance our services and strengthen our partnership, I am pleased to introduce you to our new [Manager's Job Title], [Manager's Full Name].

[Manager's Name] joins [Company Name] with over [number] years of experience in [relevant industry/field], having previously worked at [brief mention of previous relevant roles or companies]. Their expertise in [specific skills or areas] will be instrumental in supporting your account and ensuring that your needs are met with the highest standards.

We understand that continuity is vital to our mutual success. Please rest assured that our team remains committed to providing you with exceptional service, and [Manager?s Name] is eager to learn about your goals and how we can best support you moving forward.

[Manager?s Name] is excited to work with you directly and will be reaching out soon to introduce themselves personally. In the meantime, if you have any questions or specific requirements, please feel free to contact them directly at [email address] or [phone number].

On behalf of everyone at [Company Name], I want to thank you for your continued trust and partnership. We look forward to achieving new successes together with [Manager?s Name] as part of our dedicated team.

Warm regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]

...

Tips for Customizing Your Client Introduction Letter

To maximize the impact of your letter, consider these best practices:

Personalization Is Key

Use the client?s name and reference past interactions or specific projects to make the message more personal and relevant.

Highlight the New Manager?s Strengths

Focus on skills and experiences that align with the client?s needs to build confidence.

Maintain a Positive and Professional Tone

Balance professionalism with warmth to foster trust and approachability.

Keep It Concise and Clear

Avoid lengthy paragraphs; get straight to the point while providing enough detail to make the introduction meaningful.

Follow Up

After sending the letter, consider a follow-up call or email from the new manager to establish a personal connection.

Additional Communication Channels for Introducing a New Manager

While a formal letter or email is standard, consider supplementing with other methods:

- **Company Website:** Update the leadership profile section to include the new manager's bio.
- **Social Media Announcements:** Share the news on professional platforms like LinkedIn.
- **Virtual Introductions:** Organize a webinar or video call for key clients to meet the new manager.
- **In-Person Meetings:** Schedule face-to-face meetings when possible for a more personal touch.

Conclusion

Introducing a new manager to your clients through a thoughtfully crafted letter is a strategic move that reinforces your organization's commitment to transparency, professionalism, and client satisfaction. By including essential information, personal touches, and clear contact points, you can ensure a positive reception and a smooth leadership transition.

Remember, the key to an effective introduction is not only conveying facts but also building confidence and trust. Use the sample template provided as a foundation, customize it to reflect your company's tone and the specific client relationship, and follow up to foster ongoing communication.

With the right approach, your clients will welcome their new manager and continue to see your organization as a reliable partner dedicated to their success.

Sample Letter Introducing New Manager to Clients: A Guide to Effective Communication

In today's dynamic business environment, maintaining strong client relationships is essential for sustained growth and success. When a company undergoes leadership changes, particularly at the managerial level, it becomes crucial to communicate these transitions clearly and professionally to clients. A well-crafted sample letter introducing a new manager to clients not only reassures clients

of continued service quality but also fosters trust and confidence in the company's stability and future direction. This article explores the key elements of an effective introduction letter, provides a comprehensive template, and offers best practices to ensure your message resonates positively with your clients.

Understanding the Purpose of the Introduction Letter

Before diving into the specifics of crafting the letter, it's important to understand its core objectives. An introduction letter serves multiple purposes:

- **Informing Clients of Leadership Changes:** Clearly communicate who the new manager is and their role within the organization.
- **Reassuring Clients of Continued Service Excellence:** Emphasize that the transition will not affect the quality of service they receive.
- **Building Trust and Confidence:** Personalize the message to foster a sense of familiarity and reliability.
- **Encouraging Future Engagement:** Invite clients to reach out or meet the new manager to strengthen the relationship.

A well-balanced letter addresses these objectives with professionalism, transparency, and a customer-centric tone.

Key Elements of an Effective Introduction Letter

Crafting an impactful letter involves incorporating specific elements that collectively convey the message clearly and persuasively. Here are the critical components:

- **Clear and Professional Opening**

Begin with a warm greeting tailored to your client base. Use the client's name if possible for personalization. State the purpose of the letter upfront—introducing the new manager.

- **Brief Background of the New Manager**

Provide concise information about the new manager's professional background, experience, and qualifications. Highlight relevant skills or achievements that demonstrate their capability to serve the client's needs.

- Reassurance of Service Continuity

Assure clients that the transition will be seamless and that their services will continue without interruption. Emphasize the company's commitment to quality and client satisfaction.

- Personal Touch and Invitation

Include a personal note from the new manager, if appropriate, and invite clients to meet or communicate with them. This helps humanize the transition and fosters a personal connection.

- Contact Information and Next Steps

Provide clear contact details for the new manager or relevant teams. Mention any upcoming meetings, events, or opportunities for clients to engage with the new leadership.

- Professional Closing

End with a courteous closing that reinforces your organization's commitment to the client's success.

Sample Letter Template: Introducing a New Manager to Clients

Below is a comprehensive template that combines the key elements discussed. Remember to customize it to your specific context.

[Your Company Letterhead or Header]

[Date]

Dear [Client Name],

Subject: Introducing Your New [Manager's Title], [Manager's Name]

We hope this message finds you well. At [Company Name], our commitment to providing exceptional service remains our top priority. As part of our ongoing efforts to better serve you, we are pleased to introduce [Manager's Name], who has recently joined us as our new [Manager's Title].

[Manager?s Name] brings with them over [X years] of experience in [industry or relevant field], with a proven track record of delivering innovative solutions and building strong client relationships. Prior to joining [Company Name], [he/she/they] served as [previous position] at [previous company], where [he/she/they] successfully [mention notable achievement or responsibility].

In their role as [Manager?s Title], [Manager?s Name] will oversee your account and work closely with you to ensure that your needs are met efficiently and effectively. Rest assured, this transition is designed to be seamless, and your current services and support will continue without interruption.

[Optional personal note from the new manager]:

?I am honored to join the team at [Company Name] and look forward to working with you. My goal is to understand your unique needs and ensure that we continue to provide solutions that support your success. Please feel free to reach out to me directly at [contact details], or let me know if you would like to schedule a meeting.?

We value your partnership and are excited about the opportunities ahead. Should you have any questions or wish to discuss your account further, please do not hesitate to contact me or your dedicated account representative.

Thank you for your continued trust in [Company Name]. We are confident that [Manager?s Name] will be a valuable resource for you, and we look forward to strengthening our relationship in the years to come.

Warm regards,

[Your Name]

[Your Title]

[Your Contact Information]

[Company Name]

[Company Contact Details]

Best Practices for Writing a Client Introduction Letter

To maximize the effectiveness of your message, consider the following best practices:

Personalization Is Key

- Use the client's name and reference past interactions or projects if applicable.
- Tailor the tone to match your client's relationship with your company?more formal for corporate clients, slightly casual for long-standing partners.

Be Transparent and Honest

- Clearly explain the reason for the leadership change.
- Address any potential concerns proactively to prevent uncertainty.

Highlight the New Manager's Strengths

- Focus on skills and experience relevant to the client's needs.
- Demonstrate how the new manager will add value.

Keep the Tone Optimistic and Professional

- Use positive language to foster confidence.
- Maintain professionalism throughout the letter.

Follow Up

- Consider scheduling a call or meeting to introduce the new manager personally.
- Send a follow-up email or message to reinforce the message.

Timing Matters

- Send the letter promptly after the managerial change is official.
- Ensure that clients receive the message before or shortly after any public announcement.

Additional Tips for Effective Client Communication

Beyond the letter itself, consider integrating these strategies into your broader communication plan:

- Use Multiple Channels: Supplement the letter with phone calls, emails, or virtual meetings.
- Leverage Testimonials or Endorsements: If appropriate, include quotes or endorsements about

the new manager's capabilities.

- **Maintain Consistency:** Ensure all communication from your organization aligns with the message and tone of the introduction letter.
- **Solicit Feedback:** Encourage clients to share their thoughts or concerns to foster transparency and ongoing dialogue.

Conclusion: The Power of a Thoughtful Introduction Letter

Introducing a new manager to your clients is a pivotal moment that can influence ongoing relationships and perceptions of your organization. A well-crafted, professional, and personalized letter not only informs but also reassures your clients that their needs remain a priority. By carefully considering the message's content, tone, and timing, your company can turn this transition into an opportunity to reinforce trust, demonstrate commitment, and foster stronger collaborations.

Remember, the goal is to communicate confidence, competence, and care—values that underpin lasting client relationships. Whether you use the provided template or craft your own, prioritize clarity and sincerity, and your clients will appreciate your proactive approach to leadership transitions.

Question What should be included in a sample letter introducing a new manager to clients? The letter should include a warm introduction of the new manager, their professional background, the reasons for the change, reassurance of continued service quality, and contact information for future correspondence. How can I make the letter to clients more personalized when introducing a new manager? Personalize the letter by mentioning specific achievements of the new manager, expressing appreciation for the clients' loyalty, and including a friendly tone to foster trust and familiarity. What is the ideal tone for a sample letter introducing a new manager to clients? The tone should be professional, warm, and confident, emphasizing continuity of service while expressing excitement about the new leadership. How soon should the introduction letter be sent after appointing a new manager? It's best to send the introduction letter promptly, ideally within a week of the new manager's appointment, to ensure clients feel informed and valued. Should the letter include a personal meeting or call with clients? Yes, including an invitation for a personal meeting, call, or webinar can help build rapport and address any questions clients may have. Can you provide a sample closing statement for such a letter? Certainly! Example: 'We look forward to continuing our successful partnership under [Manager's Name]'s leadership. Please feel free to reach out with any questions or for a future meeting.' How can I ensure the letter maintains a professional yet approachable tone? Use clear, respectful language, express enthusiasm about the future, and avoid overly formal or stiff phrasing to keep the tone friendly and professional. What are common mistakes to avoid in a sample letter introducing a new manager to clients? Avoid using vague language, failing to mention the manager's background, neglecting to reassure clients about service continuity, and not including a way for clients to connect with the new manager.

Related keywords: introduction letter, new manager announcement, client communication,

management change letter, professional introduction, business letter template, corporate update, client relations, leadership transition, organizational change

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