To,

[Mention the name of the recipient]

[Mention the address of the recipient]

[Mention the date]

Sub- Announcement letter for new ownership

Dear, [mention the name of the recipient]

We would like to announce to you all that we have transferred ownership of our esteemed company [mention the name of the company]. On [mention the date] we have sold our property to [mention the name of the person] who is also the owner of a reputable company that is [mention the name of the company].

Our company is located at [mention the location with details] and for some problems like [mention the problem in a detailed manner] we decided to sell our company. The new ownership of the company will be effective from [mention the date]. This company will no longer be ours. All the terms and conditions are fulfilled by the purchaser and this is why we have no problem in selling your company to them.

We want to let you know that there's no change in rules and regulations and you will not lose your jobs as you are all great supporters of this company and without your support and love we wouldn't have this success. The policies of the company will remain the same and work with the same hard work and dedication to take this company to even more heights of success and glory. We believe that you all are capable of doing this. The new ownership will cause no problem to you.

Hope you have no problem with this decision. If you have any queries regarding the same then kindly contact us through our contact details mentioned below or visit us. Your cooperation and support is highly appreciated. Thank you so much for your time.

With regards, [mention the name of the sender]

[Mention the designation]

[Mention the name of the institution]

[Mention the address of the institution]

[Mention the contact details of the institution]