

[Date]

[Client Name]

[Client Company Name]

[Client Address]

Subject: Retirement Announcement - [Employee Name]

Dear [Client Contact Name],

I am writing to formally notify you that [Employee Name], [Employee Title], will be retiring from [Your Company Name] effective [Last Working Date].

[Employee Name] has been a valued member of our team for [Number] years, and we are grateful for the dedicated service provided to your account during this time.

To ensure a seamless transition, your account will now be managed by [Successor Name], who can be reached at [Successor Email Address] or [Successor Phone Number]. [Successor Name] is well-versed in your business needs and will be contacting you shortly to introduce themselves.

We remain committed to providing you with the highest level of service. If you have any questions regarding this transition, please do not hesitate to contact me directly.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]