

[Date]

[Client Name]

[Client Title]

[Company Name]

[Street Address]

[City, State, Zip Code]

Subject: Personnel Update regarding [Retiring Employee Name]

Dear [Client Name],

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

Over the past [Number] years, [Retiring Employee Name] has valued the partnership with [Client Company Name] and has greatly enjoyed working with your team. We are grateful for their dedication and the high level of service they have provided to your account.

To ensure a seamless transition, we have appointed [New Account Manager Name] as your new Key Account Manager. [New Account Manager Name] brings extensive experience in [Industry/Specialty] and is eager to continue supporting your business objectives.

During this transition period, [Retiring Employee Name] and [New Account Manager Name] will work closely together to hand over all active projects and account details. You can expect an introductory meeting request shortly to facilitate a formal introduction.

After [Last Working Date], please direct all inquiries to [New Account Manager Name] at:

Email: [New Email Address]

Phone: [New Phone Number]

Thank you for your continued partnership. We remain committed to providing you with the highest level of service.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]