

[Date]

[Client Name]

[Client Title]

[Client Company Name]

[Client Address]

Dear [Client Name],

I am writing to personally inform you that [Employee Name], our [Employee Job Title], has decided to retire, effective [Last Working Date].

During [Employee Name]'s [Number] years with [Company Name], they have been a valued member of our leadership team and a dedicated partner to your organization. While we will miss their expertise, we wish them the very best in this next chapter of life.

We are committed to ensuring a seamless transition. Effective [Date], [Successor Name] will be taking over your account as the primary point of contact. [Successor Name] brings extensive experience in [Industry/Specialty] and has been working closely with [Employee Name] to review all current projects and strategic goals regarding [Client Company Name].

We will be reaching out shortly to schedule an introductory meeting between you and [Successor Name]. In the meantime, if you have any immediate questions, please feel free to contact me directly.

Thank you for your continued partnership and trust in [Company Name].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]