

[Date]

[Client Name]
[Client Company]
[Client Address]
[City, State, Zip Code]

Dear [Client Contact Name],

I am writing to formally notify you that your dedicated representative, **[Employee Name]**, will be retiring from [Company Name] effective **[Retirement Date]**.

[Employee Name] has been a valued member of our team for [Number] years, and we are grateful for the service they provided to your account. We want to ensure that this transition is as seamless as possible for you and your business.

We are pleased to introduce **[New Representative Name]** as your new dedicated representative. [New Representative Name] has extensive experience with our services and is already familiarizing themselves with your account history and specific needs.

Starting [Date], please direct all inquiries to:

[New Representative Name]
[Title]
Email: [Email Address]
Phone: [Phone Number]

In the coming days, [New Representative Name] will reach out to you personally to introduce themselves and discuss any ongoing projects or upcoming requirements. During this transition period, [Employee Name] will work closely with the new team to hand over all relevant documentation and account details.

Thank you for your continued partnership and for the trust you place in [Company Name]. If you have any immediate questions regarding this change, please do not hesitate to contact me directly.

Sincerely,

[Your Name]
[Your Title]
[Company Name]
[Phone Number]