

[Date]

[Client Name]
[Client Title]
[Company Name]
[Client Address]

Dear [Client Name],

I am writing to formally announce that [Employee Name], Senior Consultant, will be retiring from [Your Company Name] effective [Retirement Date].

During [Employee Name]'s tenure, they have been a vital part of our team and a dedicated partner to your organization. We are grateful for the expertise and leadership they have provided over the years.

Ensuring a smooth transition and maintaining the high quality of service you expect remains our top priority. We have appointed [Successor Name] as your new Senior Consultant. [Employee Name] and [Successor Name] will work closely together over the coming weeks to hand over all project details and ongoing initiatives.

We would like to invite you to a brief meeting on [Date/Time] to formally introduce [Successor Name] and discuss the transition plan. [Successor Name] can be reached moving forward at [Email Address] or [Phone Number].

Thank you for your continued partnership and for joining us in wishing [Employee Name] a very happy and well-deserved retirement.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]