

[Date]

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

Subject: Personnel Update regarding [Project Name]

Dear [Client Name],

I am writing to inform you that [Employee Name], who currently serves as [Job Title] on your project, will be retiring from [Your Company Name] effective [Last Working Date].

[Employee Name] has been a valued member of our team, and we are grateful for their contributions to the success of [Project Name]. We are committed to ensuring a seamless transition during this period.

To maintain project continuity, [Replacement Name] will be taking over [Employee Name]'s responsibilities. [Replacement Name] has extensive experience in [Area of Expertise] and is already familiarizing themselves with the current project status. A formal introduction meeting will be scheduled for [Date/Time].

Until the transition is complete, please continue to direct project-related communications to [Employee Name/Current Point of Contact]. After [Last Working Date], all inquiries should be directed to [Replacement Name] at [Email Address] or [Phone Number].

Thank you for your continued partnership. Please feel free to contact me directly if you have any questions regarding this change.

Sincerely,

[Your Name]  
Project Manager  
[Your Company Name]