

[Date]

[Client Name]

[Client Title]

[Company Name]

[Client Address]

Subject: Announcement Regarding Your Account Management Team

Dear [Client Name],

I am writing to formally notify you that I will be retiring from my position as Account Executive at [Your Company Name], effective [Last Working Date].

It has been a sincere pleasure working with you and your team over the past [Number] years. I have truly valued our partnership and the trust you placed in us to support your business goals.

To ensure a seamless transition, I am pleased to introduce [New Account Executive Name], who will be taking over your account. [New Name] has extensive experience in [Industry/Field] and is eager to continue providing you with the high level of service you expect.

During this transition period, I will be working closely with [New Name] to hand over all project details and ongoing initiatives. You can reach [New Name] at [Email Address] or [Phone Number] starting [Date].

I would like to personally introduce you to [New Name] via a brief introductory call or meeting during the week of [Date]. I will follow up shortly to schedule a time that works for you.

Thank you once again for the opportunity to work together. I wish you and [Client Company Name] continued success in the future.

Sincerely,

[Your Signature]

[Your Printed Name]

Account Executive

[Your Company Name]