

[Date]

[Client Name]

[Client Title]

[Company Name]

[Address Line 1]

[Address Line 2]

Subject: Notification of Retirement - [Employee Name]

Dear [Client Name],

I am writing to formally inform you that [Employee Name], [Employee Job Title], will be retiring from [Company Name], effective [Last Working Date].

[Employee Name] has been a valued member of our team for [Number] years and has greatly enjoyed working with your organization. We are grateful for the dedication and expertise they have provided to your account during this time.

To ensure a seamless transition, [New Contact Name] will be taking over as your primary point of contact starting [Date]. [New Contact Name] brings extensive experience to the role and is already familiarizing themselves with your specific requirements and ongoing projects.

We are committed to maintaining the high level of service you expect from us. I will be personally overseeing the handover process to ensure all commitments are met without interruption. You can reach [New Contact Name] at [Phone Number] or [Email Address].

On behalf of the entire regional leadership team, I want to thank you for your continued partnership. We wish [Employee Name] a very happy and well-deserved retirement.

Sincerely,

[Your Name]

Regional Director

[Company Name]