

[Date]

[Client Name]

[Client Company Name]

[Client Address]

[City, State, Zip Code]

Subject: Retirement Notification - [Retiring Employee Name]

Dear [Client Contact Name],

I am writing to inform you that our Lead Technician, [Retiring Employee Name], will be retiring from [Your Company Name] effective [Last Working Date].

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

To ensure a smooth transition, we have appointed [New Lead Technician Name] as your new primary point of contact for all technical matters. [New Lead Technician Name] has been briefed on your specific project requirements and will be working closely with [Retiring Employee Name] over the next [Number] weeks to hand over all active tasks.

You can reach [New Lead Technician Name] at [Phone Number] or [Email Address] starting on [Start Date].

We appreciate your continued business and look forward to maintaining our high standard of service during this transition. Please feel free to contact me directly if you have any questions.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]