

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

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

Subject: Farewell and Transfer of Your Account

Dear [Client Name],

I am writing to inform you that I will be leaving my position at [Your Company Name] effective [Your Last Date].

It has been a sincere pleasure working with you over the past [Duration of relationship]. I have truly valued our partnership and the successes we have achieved together.

To ensure a seamless transition and continued high-quality service, your account will be transferred to [New Contact Name]. [New Contact Name] is an experienced [Title] and is already briefed on your account history and ongoing projects.

You can reach [New Contact Name] at:

- Email: [New Contact Email Address]
- Phone: [New Contact Phone Number]

I am working closely with [New Contact Name] during my final weeks to ensure they have everything needed to support you. After [Your Last Date], please direct all new inquiries and requests to them.

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

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]