

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Important Update Regarding Your Insurance Account

Dear [Client Name],

I am writing to formally inform you that I will be leaving my position as [Your Job Title] at [Insurance Agency Name], effective [Your Last Date].

It has been a privilege assisting you with your insurance needs. Please be assured that your policies remain active and unaffected by this change. Your account will now be managed by [New Agent Name/The Agency Team], who is committed to providing you with the same high level of service.

As I prepare for this transition, I would greatly value your feedback regarding your experience working with me. Your insights help improve the quality of service provided to all clients. If you have a moment, please share your thoughts by [mentioning a method, e.g., replying to this email or clicking a link].

If you have any immediate questions regarding your coverage, please contact the office at [Agency Phone Number] or [Agency Email Address].

Thank you for your trust and for the opportunity to serve you.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]