

Retirement Letter to Clients

To:

From:

Subject:

Dear ———- [Name],

This letter is to notify you that I will be retiring from my position of [Position], effective [Date]. I have loved working with your organization, but I will not be able to handle the affairs anymore. On that note, I would like to guarantee you that my leaving will not have any negative effect on your professional relationship with [Name of company].

I have appreciated working with [Name of client] for the past [number] years. I am so honoured that I could see the products grow and have been a part of the process first-hand. Your faith in my abilities have been rewarding for me – personally as well as professionally.

Your account is very important for [Name of company] and after me [Name] will be taking over as your [Position]. [Name] has been an employee of the company for over [years] and I have immense trust in his/her abilities. I expect the transition to go smoothly, yet I would like to introduce you both in person before leaving formally. Please let me know when it will be suitable for you.

If you have any questions, please feel to contact me on [Contact details]. I would also like to take this opportunity to thank you for being such a good client.

Yours Truly,

Name

Signature

