## **Professional Letter**

Dear [Client Name],

I wanted to inform you that I will be leaving my position at [Company Name] as of [Last Working

Day]. It has been a pleasure working with you and supporting your business needs.

Rest assured, [Colleague's Name] will be your new point of contact and will ensure a smooth transition. Thank you for your trust and collaboration.

Sincerely,

[Your Name]

Get more templates here: <a href="https://www.lettersandtemplates.com/letters/business-farewell-letter">https://www.lettersandtemplates.com/letters/business-farewell-letter</a>