

Formal goodbye letter to clients

Subject: Farewell and Gratitude

Dear Valued Client,

I am writing to inform you that I will be departing from [Company Name] effective [Date]. It has been a pleasure working with you, and I sincerely appreciate the trust and collaboration we have shared over the years.

Your support has been invaluable, and I am grateful for the opportunities to contribute to your projects. While I move on to new endeavors, I am confident that [Company Name] will continue to provide the same high level of service.

Thank you once again for your partnership, and I wish you continued success in all your future ventures.

Warm regards,

[Your Name]

[Position]

[Company Name]

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