

Formal goodbye to long-term clients

Subject: Gratitude for Our Partnership

Dear [Client Name],

After [X] years of working together, I wanted to take a moment to express my sincere gratitude. It has been an honor to serve you and witness the growth and achievements we have accomplished together.

As I transition to a new chapter, I want to ensure that your needs continue to be met seamlessly.

[Colleague Name] will be your new point of contact and is well-prepared to provide the same exceptional service.

Thank you for your loyalty and trust. Wishing you continued success in all your endeavors.

Sincerely,

[Your Name]

[Position]

[Company Name]

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