

Farewell Letter To Suppliers

Dear Valued Suppliers,

I regret to inform you that I am leaving my position at [XYZ Company] by the end of the month. I would like to thank you all for your business and the great relationship that we had all these years. [Mr. John] will be replacing me at [Company Name] and will be assuming my duties accordingly. He may be contacted at [phone number and email].

I will be joining [other company name] as [new job title] and I really hope that we can resume our fruitful cooperation from there.

Best Regards

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