

Letter To Customers Announcing Resignation

Dear Valued Customers,

It is with mixed emotions that I write this letter to inform you of my decision to resign from my position as [Your Position] at [Company Name], effective [Date]. I have had an amazing journey with this company and I am proud to have been a part of the team that has brought us to where we are today.

However, after much deliberation, I have decided that it is time for me to move on to the next chapter of my life. I will be pursuing other opportunities that will allow me to grow both professionally and personally.

I want to assure you that my resignation will not have any adverse impact on the company or our valued relationship. My colleagues and I will ensure a smooth transition, and I will be working closely with them to ensure that all ongoing projects are completed and that there is no interruption in the services we provide to you.

I am truly grateful for the opportunity I had to serve you and the trust you placed in me during my time here. I want to thank you for your continued support and the great memories that I will always cherish.

If you have any questions or concerns, please do not hesitate to contact me or the company's management.

Thank you for your understanding and for being a part of my journey.

Sincerely,

[Your Name]