

Letter to Customers Announcing Resignation

Dear Valued Customers,

Please be informed that I have resigned from my post at [ABC Corporation]. It has been a pleasure working with you throughout the years and I wish you all success and prosperity.

[Mr. X] will be handling your accounts and shall act as your first point of contact. Your association with [ABC Corporation] will remain as solid and satisfactory as ever.

Enclosed are [Mr. X]'s contact details for your reference. I will be available until [some date], so please feel free to contact me as well.

Best Regards

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