

Professional letter announcing resignation to customers

Subject: Announcement of Resignation

Dear Valued Customers,

I am writing to inform you that I will be resigning from my position at [Company Name], effective [Last Working Day]. It has been an honor to serve you and be part of your journey with our company.

Please be assured that [Successor/Team Name] will continue to provide the same level of service and support. I sincerely thank you for your trust and patronage over the years and wish you all the best.

Sincerely,

[Your Name]

[Position]

[Contact Information]

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