

Detailed letter including transition details

Subject: Resignation and Transition Plan

Dear Valued Customers,

I am writing to announce my resignation from [Company Name], effective [Last Working Day].

During my remaining time, I will ensure a smooth handover of all ongoing projects to

[Successor/Team Name] who will continue to support your needs.

Thank you for your trust and the opportunity to serve you. I am confident that you will be in good hands moving forward.

Sincerely,

[Your Name]

[Position]

Get more templates here:

<https://www.lettersandtemplates.com/letters/letter-to-customers-announcing-resignation>