

Retirement Announcement to Clients

Subject: Retirement Notification

Dear [Client/Partner Name],

I wish to inform you that I will be retiring from [Company Name] on [Retirement Date]. It has been a pleasure working with you, and I sincerely appreciate your trust and collaboration over the years.

My colleague [Successor Name] will be taking over my responsibilities and will ensure continuity in our partnership.

Best regards,

[Your Name]

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