

Professional retirement announcement to clients

Subject: Announcement of Retirement

Dear Valued Client,

After [number] years of dedicated service, I am writing to inform you of my upcoming retirement, effective [retirement date]. It has been a privilege to work with you and assist in meeting your business needs throughout the years.

I am pleased to introduce [Successor Name] who will be taking over my responsibilities and ensuring continued support. Please feel free to reach out to them for any ongoing or future matters.

Thank you for your trust, collaboration, and the opportunity to serve you.

Sincerely,

[Your Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/retirement-letter-to-clients>