

Friendly and informal announcement to clients

Subject: Exciting News: My Retirement

Hi [Client Name],

I wanted to share some news with you—I'll be retiring on [date]! It's been wonderful working with you, and I'll truly miss our interactions.

[Successor Name] will be stepping in to ensure everything continues smoothly. Thank you for all the support and trust over the years!

Cheers,

[Your Name]

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