

Notice of retirement with transition plan

Subject: Upcoming Retirement and Transition Plan

Dear [Client Name],

I am writing to notify you of my retirement planned for [date]. During this transition, I will work closely with [Successor Name] to ensure a smooth handover of all responsibilities.

Please feel free to reach out for any assistance during this period. Your business relationship is greatly valued, and I am confident it will continue seamlessly.

Sincerely,

[Your Name]

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