

Formal retirement letter expressing appreciation

Subject: Retirement Announcement and Appreciation

Dear [Client Name],

After [number] years of service, I will be retiring on [retirement date]. I want to extend my deepest gratitude for the trust and collaboration you have shown throughout my career.

Your support has been invaluable, and I hope that [Successor Name] will continue to provide the same high level of service. Thank you once again for the opportunity to work together.

Sincerely,

[Your Name]

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