

Client Account Handover Email

Subject: Account Transition Notice – [Client’s Company Name]

Dear [Client’s Name],

I hope you are doing well. I would like to inform you that I will be transitioning my responsibilities as your account manager to [New Manager’s Name], effective [Date].

[New Manager’s Name] has been briefed on your account details and ongoing discussions, and they will ensure the same level of attention and service you have come to expect. You can reach them at [Email/Phone].

It’s been a pleasure working with you, and I’m confident you’re in good hands moving forward.

Kind regards,

[Your Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/sample-handover-email>