

Professional retirement announcement for clients

Subject: Retirement Announcement

Dear [Client's Name],

I am writing to inform you of my upcoming retirement from [Company Name], effective [date]. It has been a pleasure serving you over the years, and I am deeply appreciative of the trust you placed in me.

I am confident that my successor, [Successor's Name], will continue to provide you with the same level of professionalism and dedication. I will personally ensure a smooth transition so that you experience no disruption in service.

Thank you again for the privilege of working with you. I wish you continued success.

Sincerely,

[Your Name]

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