

Dear Valued Clients and Partners,

I hope this message finds you well. It is with mixed emotions that I announce my retirement from [Your Company Name], effective [Retirement Date]. After [Number] years of dedicated service, it is time for me to embark on a new chapter in my life.

Throughout my time at [Your Company Name], I have been privileged to work with remarkable clients and partners like you. Your trust and support have played a significant role in our mutual success, and for that, I am deeply grateful.

As I step away, I am pleased to introduce [Colleague's Name], who will be taking over my responsibilities. I have full confidence in their abilities and know that they will provide you with the same level of dedication and service you have come to expect.

Please feel free to reach out to [Colleague's Name] at [Colleague's Email] or [Colleague's Phone Number] for any ongoing or future projects.

Thank you once again for the wonderful memories and experiences. I wish you all continued success and hope our paths cross again in the future.

Warmest regards,

[Your Name]
[Your Title]
[Your Company Name]
[Your Contact Information]