

Subject: Important Update: [Employee's Name] Resignation

Dear [Client's Name],

We hope this message finds you well. We are writing to inform you that [Employee's Name], who has been an integral part of our team and has worked closely with you, has decided to resign from their position at [Company Name]. Their last working day will be [Last Working Day].

We appreciate the contributions [Employee's Name] has made during their tenure with us, and we wish them all the best in their future endeavors.

Please rest assured that we will continue to provide you with the same level of service and support. Going forward, [New Contact Person's Name] will be your primary point of contact. You can reach them at [New Contact Person's Email] or [New Contact Person's Phone Number].

If you have any questions or need assistance during this transition, please do not hesitate to reach out to us.

Thank you for your understanding.

Best regards,
[Your Name]
[Your Title]
[Company Name]
[Contact Information]