

Subject: Important Update Regarding Your Account Manager

Dear [Client's Name],

We hope this message finds you well. We are writing to inform you about a transition within our team that may affect your account management.

Effective [Date], [New Account Manager's Name] will be taking over the responsibilities of your account. [He/She/They] brings [mention experience or qualifications] and is excited to work with you.

[Previous Account Manager's Name] has been a valued member of our team, and we are grateful for the contributions [he/she/they] has made during [his/her/their] time here. [He/She/They] will be pursuing [brief reason for leaving] and we wish [him/her/them] all the best in [his/her/their] future endeavors.

We assure you that your account will remain a priority during this transition. [New Account Manager's Name] will reach out to you shortly to introduce [himself/herself/themselves] and discuss any immediate needs or concerns you may have.

Thank you for your understanding and support. If you have any questions, please feel free to reach out to me directly at [Your Contact Information].

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]