

# Transition Notice

Date: [Insert Date]

Dear [Administrative Staff Name],

I hope this message finds you well. I am writing to formally notify you of my transition as your insurance agent, effective [Insert Effective Date].

Due to [reason for transition, e.g., personal career advancement or relocation], I will be stepping down from my position. It has been a pleasure working with you and assisting with your insurance needs.

To ensure a smooth transition, I have coordinated with my successor, [New Agent's Name], who will take over your account. [He/She/They] can be reached at [New Agent's Contact Information]. I am confident that [he/she/they] will provide you with the same level of service you have come to expect.

If you have any questions or need further assistance during this transition period, please do not hesitate to reach out to me at [Your Contact Information].

Thank you for your understanding and support. I look forward to hearing about your future successes!

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]