

# Transition Notice

Dear Team Members,

I hope this message finds you well. I want to inform you that I will be transitioning from my role as your insurance agent, effective [Transition Date]. This decision was made after thorough consideration and aligns with my personal and professional goals.

I want to take this opportunity to express my sincere gratitude for the support and collaboration I've experienced during my time with this amazing team. Working with each of you has been a pleasure, and I will cherish the relationships we've built.

In my absence, please reach out to [New Agent's Name] at [Contact Information], who will be taking over my responsibilities. I am confident that you will be in great hands.

Thank you once again for everything. I look forward to keeping in touch.

Best wishes,

[Your Name]

[Your Title]

[Your Contact Information]