

Dear [Client's Name],

I hope this message finds you well. I am writing to inform you that I will be resigning from my position at [Your Company] effective [Last Working Day]. After [Number of Years] years, it is time for me to pursue new opportunities.

It has been a genuine pleasure to work with you and support your needs during my time here. I am proud of what we have accomplished together and sincerely appreciate the trust you have placed in me and my team.

Please rest assured that I will do everything I can to ensure a smooth transition. My colleague, [Colleague's Name], will take over my responsibilities, and I am confident that they will continue to provide you with the highest level of service.

Thank you once again for the opportunity to serve you. I look forward to staying in touch, and I wish you all the best for your future endeavors.

Warm regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]