

# Farewell Letter to Valued Clients

Date: [Insert Date]

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 [Company Name], with my last working day being [Last Working Day]. It is with mixed feelings that I share this news, as I have truly enjoyed the journey we have shared together.

Over the years, it has been a privilege to work with you and your team. I greatly appreciate the trust and confidence you placed in our services. The relationships I've built with clients like you have been invaluable to me, and I will carry these memories with me into the future.

As I move on to explore new opportunities, I want to assure you that [Company Name] remains committed to providing outstanding service. [Colleague's Name] will be taking over my responsibilities, and I am confident that they will continue to support you with the same dedication and professionalism.

Thank you once again for your support and collaboration. I wish you and your team all the best in your future endeavors, and I hope our paths cross again someday.

Warm regards,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]