

# Retirement Announcement

Dear Valued Clients,

I hope this message finds you well. I am writing to personally inform you that I will be retiring from my position effective [Retirement Date]. This decision has not come easily, but after [Number] years in the industry, I feel it is time to embark on a new chapter in my life.

It has been a pleasure and a privilege to work with you throughout my career. I am grateful for the trust you have placed in me and the relationships we have built. I want to assure you that my team will continue to provide you with the exceptional service you deserve.

[Optional: Include information about transition plans or contact details for the team.]

Thank you once again for your support and friendship over the years. I wish you all the best in the future.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]