

Dear _____,

I am writing this email to inform you of my resignation from _____. I will no longer be with the company starting _____. After working here for the past ___ years, I unfortunately have to retire due to _____. It has been an absolute pleasure to work with _____ ever since we began our collaboration and I am grateful for the opportunity of having worked with you directly.

I would like to thank your trust throughout the years and I guarantee that your business will remain in good hands with my colleagues. My longtime teammate _____ will be taking over your account and I ensure that _____ will do an exceptional job of managing your company portfolio. We have been working closely together since we both came to the company and I have full confidence that you will be treated with the same professionalism and excellent services as always.

Please let me know if I can offer support throughout the transition in any way. For any questions or concerns, please feel free to contact me through the information provided in the header of this message. Once again, it has been an honor to serve you in the last ___ years and I wish only the best for .

With kind regards,
