

Retirement Letter to Clients

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

RE: To inform of my impending retirement from Name of Company

Dear Clients,

It is with a heavy heart that I write to you today. After much deliberation, I have decided to retire from my position as your financial advisor. It has been an honor and a privilege to work with you over the years, and I want to thank you for entrusting me with your finances.

I am confident that the team at [Company Name] will provide you with excellent service in the future. They are knowledgeable and experienced, and they will take good care of you.

I wish you and your company the best of luck in the future. If you would like to get a hold of me between now and [date], please call me at [phone number] or email me at email@email.com.

Thank you for everything. It has been a pleasure working with you.

[Signature]

[Your Name]