

Retirement Letter to Clients

Michael Johnson

789 Maple Lane

Hometown, TX 75001

michael.johnson@email.com

(555) 987-6543

June 10, 2024

Dear Valued Clients,

I am writing to inform you of my decision to retire from my position as Senior Financial Advisor at Trustworthy Financial Services, effective September 30, 2024. After 25 years of providing financial guidance and support, I have decided to embark on a new chapter in my life.

Working with you has been an immensely rewarding experience. It has been a privilege to assist you in achieving your financial goals and to witness the growth and success of your investments over the years. I sincerely appreciate the trust and confidence you have placed in me and in Trustworthy Financial Services.

I am confident that you will continue to receive the highest level of service and expertise from my colleagues at Trustworthy Financial Services. The team is well-prepared to ensure a seamless transition and to continue providing you with the exceptional service you deserve. Your new point of contact will be Sarah Thompson, a highly skilled and experienced financial advisor who shares my commitment to your financial well-being. Sarah can be reached at sarah.thompson@trustworthyfinancial.com or (555) 321-7654.

As I move into retirement, I look forward to spending more time with my family and pursuing personal interests that have long been on hold. While I am excited about the

future, I will undoubtedly miss the professional relationships and friendships I have built with each of you.

I want to express my heartfelt gratitude for your loyalty and support throughout my career. It has been an honor to serve as your financial advisor. Please do not hesitate to reach out if you have any questions or need assistance during this transition period.

Thank you once again for the wonderful experiences and memories. I wish you continued success and prosperity in all your future endeavors.

Warmest regards,

Michael Johnson