**Goodbye Email to a Client**

**Subject: Farewell and Thank You!**

Dear [Client’s Name],

This is to inform you that I will be leaving [mention Company’s Name] as of [mention Date]. I would not want to miss this opportunity to thank you for providing me the chance to work with you during my time here.

It was such a great pleasure to have you on board as our client. I learned plenty of things as well as gained a lot of work experience working with you. I will always be grateful to you for your unconditional support and trust in me. Also, I am very proud of our achievements together.

During my remainder period at [mention Company’s Name], I will be working closely with my colleagues to ensure a safe and smooth transition of your account. Please don’t ever hesitate to reach out to me for any details or queries.

I wish you and your team all the very best for the future. Once again, I thank you for your support and guidance. I will always be looking forward to working with you in the future.

Sincerely,

[Name]

[Contact Number]