Good Morning,

I would like to let you know that I have resigned my position at ABC Design Firm. I will be available through Wednesday, February 22nd but after that date, Jane Doe will be taking over your account. She can be reached at jane@abcdesignfirm.com  or by phone at 888-888-8888.

Thank you for a great business relationship during my time here at ABC Design Firm. It has been a pleasure and I hope to work with you again in the future. I hope our paths cross again and wish you well in your future endeavors.

Please let me know if you have any questions regarding your account. I will do everything possible to make sure this transition is as smooth as possible.

Thanks,