**Goodbye Email to Clients, Vendors, or Third-party contacts**

**Subject line**: New point of contact

Dear ZYX Cooperative,

I am reaching out to let you know my last day with ABC Collective will be September 8.

I want to let you know how much I've enjoyed working with you these past two years, and it's been a pleasure getting to know you.

Over these next two weeks, I'll be working to tie up any loose ends, so feel free to reach out if you have any questions. Otherwise, your new point of contact will be Ashley. She has more than 10 years of experience, and she's a pleasure to work with. She's CC'd on this email and will touch base with you within the next week.

Wishing you and ZYX Cooperative all the best,

Mark Smith