**Resignation Letter Sample to Clients**

Brady Jones   
123 Main Street Anytown, CA 12345 555-555-5555 brady.jones@email.com

September 1, 2018

Marcia Lee   
WES Financial   
123 Business Rd.   
Business City, NY 54321

Dear Ms. Lee:

I am writing to inform you of my resignation from WES Financial. This, of course, means I will no longer be working with your account. I will be leaving WES Financial at the end of this month, so my final day will be September 30, 2018.

I want to assure you that your account will not suffer at all, as all of my clients are being transferred to my esteemed colleague Michael Smith. He has worked at WES for over 20 years and I am extremely confident that you will get along great. He will continue to maintain your portfolio as I have unless you want to diversify more in the future.

If you have any questions concerning my resignation, please do not hesitate to email me up until the 30th. After that, Michael will be happy to schedule a meeting for you to get acclimated to the change.

Thank you so much for your understanding in this matter. It has been a pleasure working for you and I wish you all the best in your endeavors. Rest assured that your funds are in good hands.

Brady Jones (signature hard copy letter)

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