Dear [client]:

I'm writing to let you know that I have resigned my position at ACME Office Interiors. I will be available through Friday, October 10, but after that date, Jack Jefford will be taking over your account. Jack is an experienced account manager, and I'm confident that you'll receive the very best service and support. You can reach Jack at jack.jefford@acmeinteriors.com or by phone at 123-456-7890.

It has been an absolute pleasure to work with you over the past six years, and I thank you for a great business relationship during my time here at ACME. I sincerely hope our paths cross again and wish you well in your future endeavors.

Best regards,