**Goodbye email to your clients**

Subject line: New contact

Dear Sweetheart Farm Co.,

I’m writing to let you know my last day with Reach Out PR will be March 6. It’s been a pleasure working with you on your campaign this past year, and enjoyed getting to know your team during the dozens of events we put together.

Your new point of contact at Reach Out is Elaine, and I know you’ll be happy in her capable hands. She’s cc’d here and will be reaching out to you later this week to set up a call. Over the next two weeks, I’ll be working with her to assist in this transition as well as tie up any loose ends, so please do reach out if you have any questions or concerns before my departure.

All the best,
Collin