[DATE]

Contact Name

Address

Address2

City, Province

Postal Code

**RE: [EX-EMPLOYEENAME] NO LONGER EMPLOYED BY US**

Dear [CONTACT NAME],

We wish to inform you that [EX-EMPLOYEE ] is no longer employed by our company. So they are no longer responsible for your account. Your new contact will now be [NEW EMPLOYEE NAME]. [HE/SHE] may be contacted at [PHONE NUMBER]. May we assure you that [NEW EMPLOYEE ] will perform at the same high standards that you have come to expect of our account managers.

We look forward to continuing to serve you and wish [OLD EMPLOYEE NAME] well in [HIS/HER] future endeavours. Please do contact me or [NEW CONTACT] if you have any questions or if we may be of any assistance.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]