

Dear [Vendor/Contractor Name],

I am writing to formally inform you that my last day with [Company Name] will be [Your Last Date].

I would like to take this opportunity to thank you for the excellent service and support you have provided during my time here. It has been a pleasure working with you and your team, and I appreciate the professional relationship we have built.

Moving forward, your new point of contact for all matters regarding [Project Name or Service Type] will be [Successor Name]. You can reach them at [Successor Email Address] or [Successor Phone Number]. I have briefed them on our current projects to ensure a smooth transition.

Thank you again for your partnership. I wish you and your company continued success in the future.

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]