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**Template: Client Farewell- Systems Vault**

Subject line: It has been a pleasure to work together

Hi \_\_\_\_\_\_\_\_,

As our working relationship comes to an end, I just wanted to reach out and let you know what a pleasure it’s been helping you build your business over the past \_\_\_\_\_\_\_\_ months/years. It’s been such a journey, and I wish you the best of luck as you move on to the next chapter. Don’t hesitate to reach out and share your future successes, because I know there will be many, and I love hearing when a former client is kicking ass!

I wanted to keep you updated about some final technical details. We have transferred all ownership of your Google Drive files back to you as well as all passwords that you have shared with us via Lastpass. If you have any questions for me regarding these final transfers, don’t hesitate to ask!

I would love a testimonial from you, would you be willing to provide one?

Wishing you success moving forward,

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