

From: Aya Uchida  
To: May Jones  
Subject: Personnel change

Dear May,

This is to let you know that I will no longer be handling your account from next month as I have been transferred to the Osaka office as of Sep. 1.

Your new contact will be Shigeo Yamazaki, and his email address is yamazaki@\*\*\*\*\*.co.jp. He has worked on the EFG account for the past two years and I have known him to be one of the most effective members of the sales team.

Thank you for your support over the years and for providing me with a wonderful and challenging experience. Although I will miss working with you, I am looking forward to starting a new phase of my career.

If you wish to keep in touch, my email address will remain the same, and my phone number will be 06-1234-5678.

I wish you all the best in your future.

Sincerely,

Aya Uchida  
Account Manager  
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