**Leaving a Team Letter Template**

<Client name and address block>

Hello <first name>,

I would like to share a new development in my real estate career: I have left the <team name> and am working on my own at the same firm, <firm name>. As I start this new chapter in my real estate career at <firm name>, I want to emphasize that you will still receive my responsive, transparent, and personable service [include other strengths or business practices].

I pride myself on my ability to truly listen to clients’ needs and connect them with opportunities that best match those needs. Additionally, I maintain an open-door policy and return phone calls and email promptly.

Please feel free to contact me about the following real estate services:

* Real estate sales
* Real estate purchases
* Real estate home staging
* Local real estate market reports
* Local real estate market expertise and guidance
* Real estate professional referrals (for those moving to another state or country)
* Real estate leasing (commercial, industrial, retail, residential)
* Other: do you have a unique real estate issue that you need assistance with? We are happy to work with you to find solutions.

I greatly value the relationship I have with you and hope that you will consider contacting me for any of your future real estate needs. My contact information is below.

Best Wishes,

<first name of teammate #1> < first name of teammate #2>

<Contact block with names

RE license #s

firm name

firm address

emails, phones, and social media>

Disclaimer: This document is provided as a sample and does not constitute legal advice. Members should modify this document to address their specific needs and verify all information provided to ensure its accuracy and compliance with applicable law.