

Resignation Announcement

Date: [Insert Date]

Dear Team,

It is with mixed emotions that I announce my resignation from the position of [Your Position] at [Company Name], effective [Last Working Day].

I have decided to pursue a new opportunity that aligns more closely with my personal and professional goals. Working alongside such an exceptional team has been a remarkable experience, and I am truly grateful for the support and camaraderie we've shared.

During my remaining time, I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively.

Thank you for the incredible journey. I look forward to staying in touch, and I wish you all continued success in the future.

Best regards,

[Your Name]

[Your Position]