

Team Member Moving Notice

Date: [Insert Date]

Dear Team,

I hope this message finds you well. I am writing to formally inform you that I will be moving to [New Location] on [Moving Date]. As a result, I will be unable to continue my role as [Your Position] with the team after that date.

My time here has been incredibly rewarding, and I am grateful for the opportunity to work alongside such talented individuals. I have learned so much and will carry these experiences with me into my next chapter.

I am committed to ensuring a smooth transition and will do my utmost to wrap up my responsibilities before my departure. Please feel free to reach out to me if you need any assistance or if you would like to discuss the transition in more detail.

Thank you all for your support and camaraderie during my time here. I look forward to staying in touch and wish you all continued success.

Best regards,

[Your Name]

[Your Contact Information]