

# Dear Team,

I hope this message finds you well. I am writing to inform you that I will be leaving my position at [Company/Organization Name] effective [Last Working Day, e.g., April 30, 2023].

It has been a pleasure working alongside all of you. I am grateful for the experiences we've shared and the knowledge I've gained during my time here.

Please feel free to stay in touch! You can reach me at my personal email [Your Email Address] or on LinkedIn [Your LinkedIn Profile].

Thank you again for everything. Wishing you all continued success!

Best regards,

[Your Name]

[Your Job Title]