

Dear Team,

I am writing this note to express my heartfelt appreciation as I prepare to retire from my position. Reflecting on my time here, I am filled with gratitude for the wonderful colleagues I have worked with over the years.

Your support and camaraderie have made my journey enjoyable and memorable. I have learned so much from each of you, and I will cherish the friendships we have built.

Thank you for the laughter, teamwork, and kindness you have shown me. Although I am excited about this new chapter in my life, I will miss you all dearly.

Wishing you all the best in your future endeavors. Please keep in touch!

Warm regards,

[Your Name]