

Farewell Letter

Dear [Team/Colleagues],

As I prepare to leave [Company Name] after [Number] years, I wanted to take a moment to express my heartfelt gratitude for the incredible journey we've shared.

Working alongside such talented and passionate individuals has been a privilege. Together, we have navigated challenges and celebrated successes that I will cherish forever.

Though I am excited to embark on a new adventure, I will deeply miss our collaborative spirit and the friendships we have built. I encourage you to continue striving for excellence and support one another as you have always done.

Please keep in touch! You can reach me at [Personal Email] or connect with me on LinkedIn at [LinkedIn Profile URL].

Wishing you all the best in the future.

Sincerely,
[Your Name]
[Your Title]