

Farewell Letter to Staff

Dear Team,

I hope this message finds you well. It is with a heavy heart that I inform you of my decision to resign from my position at [Company Name], effective [Last Working Day].

Working alongside such a talented group of individuals has been a truly rewarding experience, and I am grateful for the support and camaraderie we've shared during my time here. I will carry the memories of our collaborations and achievements with me as I move on to the next chapter of my career.

Thank you all for your kindness and encouragement. I will miss you dearly and hope to stay in touch. Wishing you all continued success!

Warm regards,

[Your Name]