

Farewell Note

Dear [Name/Team],

I hope this message finds you well. As many of you may know, I will be leaving my position at [Company Name] as of [last working day, e.g., March 31, 2023]. It has been a truly rewarding experience working alongside such talented and dedicated professionals.

I've greatly appreciated our collaborations and the valuable lessons I've learned from each of you. I will cherish the memories and relationships that we've built over the years.

Please keep in touch! You can reach me at [Your Personal Email] or connect with me on [LinkedIn/Other Social Media]. I look forward to staying updated on all your future successes.

Wishing you all the best in your endeavors.

Warm regards,
[Your Name]
[Your LinkedIn Profile (if applicable)]