

Farewell Letter

Date: [Insert Date]

Dear [Board Members/Team/Colleagues],

As I prepare to step down from my role as [Your Position] at [Organization Name], I wanted to take a moment to express my gratitude and reflect on the incredible journey we have shared.

Serving alongside such dedicated individuals has been one of the highlights of my career. Together, we have made a meaningful impact in our community by [Briefly Mention Achievements or Projects]. I am proud of what we have accomplished and the positive change we have fostered.

While I am excited for the future, I will genuinely miss our collaboration and the friendships I have built here. I am confident that [Organization Name] will continue to thrive and achieve great things under new leadership.

Thank you for your support, encouragement, and the wonderful memories. I look forward to staying in touch and cheering for your continued success from afar.

Wishing you all the best,

[Your Name]

[Your Email]

[Your Phone Number]