

Farewell Letter

Dear [Team/Colleagues/Staff],

I hope this message finds you well. It is with a mix of emotions that I announce my retirement from my position as [Your Position] effective [Retirement Date]. As I reflect on my journey, I am filled with gratitude for the incredible experiences I've shared with all of you.

Leading this team has been one of the most rewarding aspects of my career. Together, we have achieved remarkable milestones and overcome challenges that seemed insurmountable. Your dedication and hard work have inspired me every day.

While I am excited about the new adventures that await, I will deeply miss the camaraderie and spirit that define our workplace. I am proud of what we have accomplished together and I have no doubt that you will continue to thrive in the future.

Thank you for your unwavering support, friendship, and the precious memories we've created together. Please stay in touch, and I look forward to hearing about all the great things you will accomplish.

Wishing you all the best,

[Your Name]

[Your Contact Information]