

# Farewell Letter to My Colleagues

Dear Team,

As you know, I will be leaving my position at [Company Name] effective [Last Working Day]. It is with mixed emotions that I write this letter, as I have truly enjoyed working alongside each and every one of you.

Reflecting on my time here, I am grateful for the support, collaboration, and friendship shared during our journey together. The experiences we have created and the challenges we have overcome have shaped both my career and who I am as a person.

I am excited about the new opportunities that lie ahead, but I will surely miss our daily interactions and the incredible team spirit we built. I encourage you all to continue striving for excellence and supporting one another in every endeavor.

Please stay in touch. You can reach me at [Personal Email] or connect with me on [LinkedIn/Other Platform].

Thank you once again for everything. Wishing you all continued success and growth.

Sincerely,  
[Your Name]