

Farewell Letter

Dear Team,

I am writing to formally announce my resignation from my position as [Your Position] at [Company Name], effective [Last Working Day]. It is with mixed emotions that I say goodbye, as I have truly enjoyed my time here and have learned so much from each of you.

As I take this next step in my career, I carry with me the invaluable experiences and relationships I have built at [Company Name]. I am excited about the future, both for myself and for the team. I believe that you all will continue to achieve great things and drive the company towards new heights.

Please stay in touch. I would love to hear about all of your future successes. Wishing you all the best and looking forward to crossing paths again.

Thank you for everything.

Sincerely,

[Your Name]