

Dear Team,

I hope this message finds you well. It is with mixed emotions that I write to inform you of my departure from [Company Name], effective [Last Working Day].

Working with all of you has been a truly rewarding experience. I am grateful for the support, collaboration, and many memories we have created together over the years.

While I am excited about my next adventure, I will miss our daily interactions and the incredible teamwork we shared. I want to extend my heartfelt thanks to each of you for contributing to a positive and productive work environment.

Please stay in touch! You can reach me at [Personal Email Address] or connect with me on [LinkedIn Profile].

Wishing you all continued success and happiness in your careers.

Warm regards,
[Your Name]