

Dear Team,

I hope this message finds you well. As most of you may know, I will be leaving my position at [Company Name] as of [Last Working Day].

It has been an incredible journey working alongside such talented and supportive colleagues. I am grateful for the experiences we've shared, and I will cherish the memories I take with me.

Please feel free to keep in touch. You can reach me at [Personal Email] or connect with me on [LinkedIn Profile].

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

Warm regards,

[Your Name]