

Departure Message

Dear Team,

I hope this message finds you well. I am writing to inform you that I will be departing from my position in our unit effective [last working day, e.g., "October 31, 2023"].

It has been a true honor to work alongside each of you. I am grateful for the support, camaraderie, and shared experiences during my time here. I have learned so much from all of you, and I will cherish the memories we've created together.

Please do keep in touch. You can reach me at my personal email [your email address] or on my phone at [your phone number].

Thank you once again for everything. I wish each of you continued success and hope our paths cross again in the future.

Warm regards,

[Your Name]

[Your Position]