

Farewell Letter to Colleagues

Dear Team,

As I prepare to leave [Company Name], I wanted to take a moment to say goodbye and express my heartfelt gratitude to each one of you. It has been a wonderful experience working alongside such talented and dedicated individuals.

I will cherish the memories of our teamwork, the challenges we overcame, and the successes we celebrated together. Each of you has contributed to my journey here, and I will forever be grateful for the friendships we have built.

Although I am excited about the new opportunities ahead, I will miss our daily interactions and the positive atmosphere we shared. Please keep in touch, and feel free to reach out anytime. You can connect with me at [Your Email Address] or [Your LinkedIn Profile].

Wishing you all continued success and happiness in your careers. Thank you for everything!

Warmest regards,

[Your Name]

[Your Position]

[Your Last Working Day]