

Farewell Letter

Dear Team,

I hope this message finds you well. As many of you may know, I will be leaving my position at [Company Name] as of [Last Working Day]. It's a bittersweet moment for me as I reflect on my time here and the incredible experiences we've shared.

I want to take this opportunity to express my heartfelt gratitude to each of you for your support, teamwork, and friendship. It has been a privilege to work alongside such talented and dedicated individuals.

I am excited about the new challenges ahead, but I will genuinely miss our collaborations, laughter, and the strong bond we've built over time. I encourage you all to stay connected, and I hope our paths cross again in the future.

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

Warm regards,

[Your Name]

[Your Contact Information]