

Subject: Farewell

Dear Team,

I hope this message finds you well. As many of you are aware, I have decided to resign from my position at [Company Name], with my last working day being [Last Working Day].

It has been an incredible journey working alongside such talented individuals. I am genuinely grateful for the support, friendship, and experiences we have shared over the years.

I will cherish the memories we created together and hope to stay in touch. Please feel free to reach out to me at [Your Email Address] or connect with me on [LinkedIn Profile].

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

Warm regards,
[Your Name]