

Farewell and Gratitude

Date: [Insert Date]

Dear [Manager's Name],

I am writing to formally announce my departure from [Company Name], effective [Last Working Day].

As I prepare to move on to the next chapter of my career, I want to take a moment to express my sincere gratitude for the opportunities I have had during my time here. I am truly thankful for the support, guidance, and encouragement from you and my colleagues.

The experiences and skills I've gained here will always be invaluable to me, and I will cherish the memories of working alongside such a talented team.

Please keep in touch, and I hope our paths cross again in the future.

Sincerely,

[Your Name]

[Your Contact Information]