

Departure Notice

Dear Team,

I hope this message finds you well. It is with mixed emotions that I write to inform you of my departure from [Company Name], effective [Last Working Day]. Over the past [Duration], I have had the pleasure of working alongside such a dedicated and talented group of individuals.

Our collaborative efforts have not only fostered a productive environment but have also created lasting friendships and unforgettable memories. I am incredibly grateful for the support, encouragement, and inspiration I have received from each of you.

As I embark on this new journey, I will carry with me the invaluable experiences and knowledge gained from our time together. I look forward to staying connected, and I sincerely hope our paths cross again in the future.

Thank you for everything, and let's celebrate our successes together as we continue to grow in our respective paths.

Warm regards,

[Your Name]

[Your Position]