

# Departure Communication

Dear [Recipient's Name],

I hope this message finds you well. As you may know, I will be transitioning from my role at [Your Company/Organization] as of [Last Working Day]. It has been a pleasure collaborating with you on [specific initiatives/projects].

Working together has been an enriching experience, and I am grateful for the valuable insights and support you provided throughout our partnership. I truly appreciate the dedication and effort you've invested.

Although I am moving on to [brief explanation of next steps, e.g., a new position, pursuing other opportunities], I hope to stay in touch and continue to foster the connections we've made.

Thank you once again for everything. I wish you and your team continued success.

Warm regards,

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Contact Information]