

[Your Name]

[Your Job Title]

[Your Company/Organization Name]

[Date]

Dear Team,

As many of you know, I will be leaving [Company/Organization Name] on [Last Working Day]. This decision was not easy, but I believe it is time for me to take on new challenges and opportunities.

I want to take a moment to express my heartfelt gratitude to each of you. Working alongside such a talented and dedicated group of individuals has been one of the most rewarding experiences of my career. Together, we have achieved so much, and I will cherish the memories we've created during our time together.

I am proud of what we have accomplished as a team, and I have no doubt that you will continue to excel and innovate in the future. Please stay in touch--my email is [Your Email], and I would love to hear how you are all doing.

Thank you once again for the support, camaraderie, and laughter. Wishing you all continued success and happiness.

Warmest regards,

[Your Name]