

[Your Name]
[Your Job Title]
[Company Name]
[Date]

Dear Team,

As many of you may know, I will be leaving [Company Name] on [Last Working Day]. It is with mixed emotions that I write this farewell letter to you all.

Working alongside such talented and dedicated colleagues has been an invaluable experience. I am grateful for the support, camaraderie, and memories we have shared over the years. From [specific project or memorable moment] to our everyday interactions, I will cherish the moments we've had together.

I want to extend my heartfelt thanks to each of you for your kindness and encouragement. [Optional: Mention any particular individuals or teams you want to acknowledge specifically]. Your passion and dedication to our work have inspired me every day.

I will carry the lessons learned and the friendships made during my time here into the future. Please keep in touch! You can reach me at [Your Email Address] or connect with me on [LinkedIn/Other Social Media].

Wishing you all continued success and happiness.

Warm regards,
[Your Name]