

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

Dear [Team/Manager's Name],

As my time at [Company Name] comes to an end, I wanted to take a moment to say goodbye and express my gratitude for the time I've spent here. I've truly enjoyed working with such a talented and supportive team. The experiences we've shared will always hold a special place in my heart. I appreciate all the guidance and camaraderie that I've received throughout my journey.

As I move on to the next chapter of my career, I hope to stay in touch. Please feel free to reach me at [Your Email Address] or [Your Phone Number].

Thank you once again for everything. I will miss you all!

Warm regards,  
[Your Name]