

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

Dear Team,

As I prepare to say goodbye on my last day with [Company Name], I want to take a moment to express my gratitude for the incredible experiences I've had here. Working alongside such talented and dedicated individuals has been a privilege.

I will cherish the memories we've created together, from our successful projects to the laughter shared during team meetings. Each of you has played a significant role in my journey, and I will miss our collaborations and the camaraderie we've built.

Though I am excited about my next adventure, I will always hold the fondest memories of my time here. Please stay in touch! You can reach me at [Your Personal Email] or connect with me on [LinkedIn/Other Platform]. Wishing you all continued success and hoping our paths cross again in the future.

Warm regards,
[Your Name]