

Subject: A Fond Farewell

Dear Team,

As I prepare to say goodbye, I want to take a moment to express my heartfelt gratitude for the time we've spent together. Working alongside such talented and dedicated individuals has been one of the most rewarding experiences of my career.

I will always cherish the memories we've created, from our collaborative projects to the countless coffee breaks that brightened my day. Your support and camaraderie have made my time here truly special.

While I'm excited about the new adventures that lie ahead, I will miss each of you dearly. Please stay in touch! You can reach me at my personal email: [your email address] or connect with me on LinkedIn: [your LinkedIn profile link].

Wishing you all continued success and happiness in the future.

Warmest regards,

[Your Name]

[Your Job Title]

[Your Contact Information]

[End Date]