

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

Dear Team,

As I prepare to say goodbye to [Company Name] and embark on a new journey, I want to take a moment to express my heartfelt gratitude to each of you. It has been a privilege to serve as your QA Manager over the past [duration] years.

Together, we have faced numerous challenges and celebrated many successes. I am proud of the work we have accomplished in ensuring the quality and reliability of our products. Your dedication, teamwork, and commitment to excellence have always inspired me.

Although I am excited about the new opportunities ahead, I will miss collaborating with such a talented and passionate group of individuals. I hope to keep in touch and look forward to hearing about all the amazing things you will achieve in the future.

Thank you once again for all the wonderful memories and experiences.

Wishing you all continued success!

Warm regards,

[Your Name]
[Your Job Title]