

[Your Name]

[Your Address or Email]

[City, State, Zip Code]

[Date]

Dear Team,

As I prepare to say goodbye, I just wanted to take a moment to express my gratitude for the time we've spent together. Working with such an amazing group of people has been a privilege, and I will cherish the memories we've created.

Thank you all for your support, laughter, and teamwork. I will miss our coffee breaks, brainstorming sessions, and everything in between.

Although I'm moving on to new adventures, I hope to stay in touch and hear about all the great things you continue to achieve.

Wishing you all the best!

Warm regards,

[Your Name]

[Your Personal Email or Contact Information]