

[Your Name]
[Your Position]
[Company Name]
[Date]

Dear Team,

I hope this message finds you well. As some of you may know, I will be leaving [Company Name] on [Last Working Day]. It is with a mix of excitement and sadness that I announce my departure.

I want to take a moment to express my heartfelt gratitude for the incredible experiences and memories we've shared together. Working alongside such talented and supportive individuals has truly been a privilege. I have learned so much from each of you and will carry these lessons with me as I move forward.

Please keep in touch! You can reach me at [Your Email] or connect with me on [LinkedIn/Other Social Media].

Wishing you all continued success, and I hope our paths cross again in the future!

Warm regards,
[Your Name]