

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

Dear Team/Colleagues,

I hope this message finds you well. As I prepare to embark on a new chapter in my career, I wanted to take a moment to express my heartfelt gratitude and say goodbye.

First and foremost, I want to thank each of you for the support, encouragement, and camaraderie we have shared during my time here. Working alongside such talented and dedicated individuals has been a privilege that I will always cherish. The memories we've created together--whether brainstorming in meetings, celebrating our successes, or simply sharing lunch breaks--will remain dear to my heart.

I will always hold a special place for the lessons learned and the friendships formed throughout my journey in this organization. You have not only been colleagues but also friends and mentors.

As I move on to this new adventure, I will carry with me the invaluable experiences and positive moments we have shared. I encourage you to stay in touch, and you can reach me at [your personal email or phone number]. Thank you once again for everything. I wish you all continued success and happiness in your respective roles.

Warm regards,

[Your Name]
[Your Job Title]