

Subject: Farewell and Best Wishes

Dear Team,

As many of you already know, I will be leaving [Company Name] on [Last Working Day]. It is a bittersweet moment for me as I reflect on the incredible journey we have shared.

I want to extend my heartfelt gratitude to each of you for the support, collaboration, and camaraderie we've built over the years. I will truly miss our daily interactions, brainstorming sessions, and the laughs we've had along the way.

I am excited for the new opportunities that lie ahead, but I will carry the wonderful memories of our time together. Please keep in touch! You can reach me at my personal email [Your Email] or on LinkedIn [Your LinkedIn Profile].

Wishing you all continued success and happiness. Thank you once again for everything!

Warm regards,

[Your Name]

[Your Job Title]

[Your Contact Information]