

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Manager's Name/Team/Colleagues],

I hope this message finds you well. As some of you may already know, I will be leaving [Company's Name] on [last working day, e.g., August 15, 2023]. This decision was not made lightly, and I wanted to take a moment to express my gratitude for the time I've spent here.

During my time at [Company's Name], I've had the privilege of working with an incredibly talented team and have learned so much. I am grateful for the support, guidance, and friendships that I've formed here. Each one of you has contributed to my growth, and I will carry those lessons forward with me.

I look forward to staying in touch, and I can be reached at [personal email address] or [LinkedIn profile link]. Thank you once again for everything, and I wish you all continued success.

Warmest regards,

[Your Name]
[Your Job Title]