

[Date]

Dear Team,

I am writing to let you know that I have decided to move on from my current role at [Company Name], with my last working day being [Last Working Day]. It has been a truly wonderful experience working alongside each of you, and I wanted to take a moment to reflect on the memorable journey we've shared.

I am genuinely grateful for all the support, encouragement, and collaborative spirit that make our workplace so special. Whether it was tackling challenging projects together, exchanging ideas, or simply sharing a laugh during coffee breaks, I have valued every moment as part of this incredible team.

Thank you for teaching me so much and for inspiring me to grow both professionally and personally. I will never forget the camaraderie and teamwork that made even the most demanding days enjoyable and rewarding. Your dedication and friendship have meant a great deal to me.

As I embark on my next chapter, I look forward to keeping in touch and hope our paths cross again in the future. Please feel free to reach out at [Your Email Address or LinkedIn Profile]. Thank you once again for everything-you have all contributed to making my time here truly unforgettable.

Wishing you all continued success and happiness both inside and outside of work.

Sincerely,
[Your Name]