

Formal Letter

Dear Team,

As I prepare to leave [Company Name], I wanted to express my heartfelt gratitude for the collaboration, support, and friendship over the past [X years/months]. Working with such a talented group has been a privilege and a learning experience I will always cherish.

I wish the company continued success and hope our paths cross again in the future. Thank you all for making this journey memorable.

Sincerely,

[Your Name]

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