

Professional tone farewell letter

Subject: Farewell and Appreciation

Dear Colleagues,

I would like to formally announce my departure from [Company Name] effective [Last Working Day].

Working with such a talented and dedicated team has been a privilege, and I am grateful for the collaboration and support provided throughout my tenure.

Please feel free to stay in touch via [Email/LinkedIn]. I wish everyone continued success in all future endeavors.

Sincerely,

[Your Name]

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