

Formal Farewell Letter to Colleagues

Subject: Farewell and Best Wishes

Dear Team,

As I prepare to leave [Company/Organization Name], I want to express my sincere gratitude for the support, guidance, and camaraderie I have experienced during my tenure. Working with each of you has been a rewarding and enriching experience.

I wish the team continued success and hope our paths cross again in the future. Thank you once more for everything.

Warm regards,

[Your Name]

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