

Informal resignation focused on team

Subject: Farewell

Hello Team,

I wanted to share that I'll be leaving [Company Name] on [Last Working Day]. It has been wonderful working with all of you, and I will cherish the memories and experiences we've shared.

I'm happy to assist with any handover or training to make this transition smooth.

Thanks for all the support,

[Your Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/informal-resignation-letter>