

Professional last working day email template

Subject: Last Working Day Notice " [Your Name]

Dear [Manager's Name],

I hope this email finds you well. I am writing to formally inform you that today, [Date], is my last working day with [Company Name]. It has been a pleasure working with you and the entire team over the past [Duration].

I sincerely appreciate the opportunities for professional and personal growth during my time here. I will ensure that all pending tasks are completed and any handover documentation is shared with the relevant team members.

Thank you for your guidance and support.

Best regards,

[Your Name]

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