

Casual last working day email template

Subject: Signing Off " Last Day at [Company Name]

Hi Everyone,

Just a quick note to let you know that today is my last day at [Company Name]. It's been amazing working with you all, and I'll miss the daily chats and teamwork.

Feel free to stay in touch at [Email/LinkedIn]. Wishing you all the best!

Cheers,

[Your Name]

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