

Resignation Announcement for Senior Management

Subject: Official Resignation Announcement

Dear Team,

I wish to formally announce my resignation from my role as [Position] at [Company Name], effective [Last Working Day]. During my tenure, I have valued the commitment and talent of every team member and am proud of our achievements together.

I am committed to ensuring a smooth handover and will assist in any way possible during this transition period.

Respectfully,

[Your Name]

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