

I am more than willing to assist in training my replacement or provide any necessary documentation to ensure a seamless handover. Please feel free to reach out to me with any specific instructions or tasks you would like me to prioritize during this transition period.

other team member you deem appropriate.

I want to extend my sincere gratitude to you and the entire team for the support, camaraderie, and collaboration that have made my time at [Company Name] so rewarding. I have cherished the relationships I've built here and will fondly remember the memories we've shared.

Moving forward, you can contact me via email at [Your Email Address] or by phone at [Your Phone Number] if you need any additional information or assistance after my departure.

Once again, thank you for the valuable experience and the understanding you've shown me during my time at [Company Name]. I am leaving with a heavy heart but also with excitement for the next chapter of my career.

Wishing you and the team continued success in all your endeavors.

Sincerely,

[Your Name]