

Emotional farewell message on department transfer

Subject: Thank You and Farewell as I Transfer

Dear Team,

As I prepare to transfer from the [Current Department] to the [New Department], I wanted to take a moment to thank each of you for the experiences, lessons, and friendships I have gained during my time here.

This department has been more than just a workplace; it has been a family. I am grateful for the encouragement, teamwork, and trust I have received. Though I am moving on to a new challenge, the memories and bonds we share will remain with me.

I look forward to seeing you around and collaborating in new ways. Thank you once again for making my time here unforgettable.

With gratitude,

[Your Name]

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