

Certainly! Here's a simple example:

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Ladies and Gentlemen,

I hope this message finds you well. Today, with mixed emotions, I announce my decision to resign from my position at [Company Name], effective [Last Working Day].

It has been a privilege to work alongside such a talented and dedicated team. I am incredibly grateful for the opportunities and support I have received over the years. Your encouragement and collaboration have been invaluable to my personal and professional growth.

I am proud of what we have accomplished together, and I am confident that the team will continue to thrive. I am committed to ensuring a smooth transition and am happy to assist in any way to support my successor and the team.

Thank you once again for a remarkable journey. I look forward to staying in touch and cheering on the team's future successes.

Warm regards,

[Your Name]

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