

Good [Morning/Afternoon],

I hope this message finds you well. I wanted to take a moment to address an important decision I've made in light of the recent restructuring within our company.

First and foremost, I want to express my gratitude for the opportunities I've had here and for the support from each of you. It's been a rewarding experience to grow and learn alongside such a talented team.

With the recent changes, I've decided that it's the right time for me to step down from my position. This decision wasn't easy, but I believe it's the best path forward for both myself and the company. I am confident that this restructuring will lead to new opportunities and growth for all involved.

Rest assured, I am fully committed to ensuring a smooth transition. I will work closely with everyone to make sure my responsibilities are covered and will provide any support needed during this period.

Thank you all for your understanding and for the incredible support you've shown me over the years. I am excited to see where this new chapter will take the company and am cheering for all of you as you navigate through these changes.

Wishing you all the very best,

[Your Name]