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Dear Team,

I hope this message finds you well. Today, with a mix of emotions, I am writing to share my decision to step down from my role as [Your Position] at [Company Name]. This decision has not come easily and is rooted in my personal desire to start a new chapter by focusing on building and nurturing my family.

Working with each of you has been an incredible journey filled with growth, challenges, and countless rewarding moments. I am deeply grateful for the support, friendship, and collaboration we've shared over the years. Each of you has made a significant impact on my life, and I cherish the memories and accomplishments we've achieved together.

Starting a family is a dream I've held close to my heart, and I believe this is the right time for me to embrace this next phase of my life with the love and dedication it deserves. Though I will miss working alongside you all, I am excited about the future and the possibilities it holds.

I am committed to ensuring a smooth transition and will do everything I can to support each of you during this time. My last working day will be [Last Working Day], and until then, I am here to assist in any way possible.

Thank you for your understanding and support. This is not a goodbye, but rather a 'see you later', as I hope our paths will cross again soon.

Please keep in touch, and I look forward to hearing about all the great things you will continue to achieve at [Company Name].

With heartfelt gratitude,

[Your Name]