

Ladies and gentlemen,

As I stand before you today, I am filled with a profound sense of gratitude and nostalgia. Over the past [number] years, I have had the immense privilege of being a part of this incredible team. Together, we have achieved milestones, overcome challenges, and built lasting memories that I will cherish forever.

Reflecting on my time here, I am reminded of the countless moments of laughter, camaraderie, and shared victories. Each project we tackled, every obstacle we navigated, contributed to the tapestry of experiences that define my journey with this company.

It is with a bittersweet heart that I announce my decision to resign from my position, effective [date]. This decision was not made lightly, but as I look forward to new horizons, I am filled with hope and anticipation for what lies ahead.

I want to express my deepest appreciation to each of you. Your support, inspiration, and friendship have made my time here truly remarkable. I have learned and grown so much, and for that, I am eternally grateful. As I move on to the next chapter, I carry with me the lessons and values instilled during this time. Thank you for being a part of my journey. It has been an honor and a privilege to work alongside such exceptional individuals.

I leave with a heart full of wonderful memories and a sincere wish for continued success and prosperity for each of you and the entire organization.

Thank you.