

Subject: My Next Chapter

Dear Team,

I hope this message finds you well. I am writing to share some personal news with you all. After much thought and reflection, I have decided to resign from my position at [Company Name], effective [Last Working Day]. This decision was not made lightly. Over the past few years, this team has become more than just colleagues to me; you have become friends and mentors, helping me grow both professionally and personally. I am incredibly grateful for the opportunities and support you have given me. My time here has been a significant chapter in my life. The projects we've tackled and the challenges we've overcome together have shaped who I am today. However, I've come to realize that it's time for me to explore new horizons and pursue some personal goals that I have been contemplating for quite some time.

Please know that this is not goodbye but rather a transition to a new journey. I look forward to staying in touch and following the successes of this amazing group. I will ensure a smooth handover of my responsibilities and remain available to assist in any way I can during this transition period.

Thank you once again for everything. I will cherish the memories we've made and the lessons I've learned here.

With gratitude and warm regards,
[Your Name]