

1. ****Opening Statement****
 - Greet the audience.
 - Briefly introduce the purpose of the speech.
2. ****Expression of Gratitude****
 - Thank colleagues, mentors, and team for their support.
 - Highlight key positive experiences and shared achievements.
3. ****Reason for Resignation****
 - Clearly and honestly explain the decision to resign.
 - Emphasize personal growth, new opportunities, or life changes.
4. ****Commitment to Transition****
 - Assure continued support during the transition period.
 - Offer assistance in finding or training a successor.
5. ****Reflection on Contributions****
 - Highlight key contributions and their impact.
 - Express pride in the legacy and foundation built.
6. ****Encouragement for the Future****
 - Express confidence in the team's abilities and ongoing projects.
 - Offer support and motivation for future successes.
7. ****Closing Remarks****
 - Restate gratitude and optimism.
 - End on a positive, inspiring note, offering final well wishes.