

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.