

# Formal Farewell Letter to Colleagues

Subject: Farewell and Best Wishes

Dear Team,

As I prepare to move on to the next chapter of my career, I wanted to take a moment to express my sincere gratitude to all of you. Working with such a dedicated and talented team has been an incredibly rewarding experience. Your support, collaboration, and professionalism have made every project a pleasure to work on.

While I am excited about the new opportunities ahead, I will truly miss our teamwork, discussions, and the shared sense of achievement we have built together. I am confident that you will continue to accomplish great things and maintain the positive spirit that defines this workplace.

Please stay in touch – you can reach me at my personal email or phone number. I wish each of you success and happiness in your future endeavors.

Warm regards,

[Your Name]

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