



Hello [Name],

As you may have already heard, I'm leaving my position as [job title] here at [Company], and my last day is coming up on [date].

I wanted to take a moment to let you know how much I've enjoyed my time here—and you've played a part in that. It's been so great working with you and getting to know you. The people here at [Company] have honestly been one of the best parts of working here.

While I won't be in the office anymore, I definitely hope you'll keep in touch. My personal email address is [personal email address], so don't hesitate to reach out whenever.

Wishing you all the best, [Name]!

[Your Name]