

Dear Team,

As I informed you all in the last meeting, I am moving on to a new challenging position in another company next week. My last working day is Friday, January 25th.

Today I want to take the opportunity to thank you all for being a great team to work with all these years.

It has been an amazing working with you all these last three years and I will miss your enthusiasm, perseverance, and the 'never say die' spirit and of course the talent that you brought to our group. I thank you for all your support throughout and hope you continue to extend your cooperation to the current leadership teams and the succeeding manager. I wish you all, my fellow partners and everyone in the larger XYZ family, all the very best.

Do not hesitate to contact me at: 123@yahoo.com.

With best wishes,

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