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# Resignation Announcement letter To Colleagues Example

Dear Colleagues,

I wanted to personally share the news of my departure from [Company Name] effective [last working day, e.g., "September 30th"]. This decision wasn't easy and took a lot of contemplation.

Working with each of you has been a highlight of my professional career. From the challenges we've overcome to the milestones we've achieved, I cherish every moment.

I'm excited about the next chapter and equally confident that you'll continue to elevate the company's success. Here's to new beginnings for all of us!

With gratitude,  
[Your Name]