Subject line: My contact info

Team:

As you all know, my final day with ABC Co. is fast approaching. It’s hard to believe this Friday will be our last team brainstorming lunch, but we sure have thought up a bunch of ideas at these weekly meetings! While I’m excited for my next opportunity, I will greatly miss working with each of you and can’t wait to watch you continue to soar without me.

I’m including my personal contact information at the bottom of this email so you can always know where to find me. And if there’s anything else I can do to assist with the transition in the next few days, my door is always open.

Talk soon,Genevieve[personal email][personal phone][personal social media profile link]