**Goodbye to your immediate team or direct reports**

**Subject line**: My last day

Dear team,

As you know, my time with ABC Collective winds down in a couple days.

I still can't believe it, but it's been an absolute pleasure working with each of you these past six years. This is definitely bittersweet. I'm excited about my next move, but I will greatly miss working with each of you. I will never forget how much fun we had brainstorming at the local brewery, and Fridays won't be the same without our team lunches at Lemongrass.

Thank you for all your support, and please keep in touch. Feel free to shoot me an email at firstnamelastname@gmail123.com, or connect with me on LinkedIn at linkedin.com/in/firstnamelastname123.

I will miss seeing you each day, but I look forward to seeing what you continue to accomplish. If there's anything I can do to assist with this transition in the next two days, don't hesitate to reach out.

All my best,

Sarah