Dear Group,

As you may know, today is my last day with [Current Company]. I have recently accepted an offer from [New Company] in Dallas, Texas and will be moving there shortly. I will miss California but am looking forward to returning to Texas, which is where my wife and I are from and still have family.

I would like to take this opportunity to thank my colleagues and let you all know how I've enjoyed working with you these past few years. I wish you all success in the future and am grateful for the opportunity to work with you.

Please direct all work-related issues to Myra Hicks at heremail@email.com. (Thank you Myra for helping me with this transition.) You may also contact me personally at myemail@email.com.

Thanks again for everything.

Sincerely,