

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Employee Departure Notification

We are writing to formally notify you that [Employee's Name], who has been working as [Employee's Job Title] in our [Department Name] since [Employment Start Date], will be leaving [Company Name] effective [Last Working Day, Date].

[Optional: Reason for Departure, if appropriate]

We appreciate [Employee's Name]'s contributions during their time with us and wish them all the best in their future endeavors. Please join us in expressing our gratitude and well wishes.

Should you have any questions or require further information, please feel free to contact me directly.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Your Contact Information]