

Subject: Farewell and Best Wishes to [Employee's Name]

Dear [Team/Department/Company],

I hope this message finds you well. I am writing to let you know that [Employee's Name] will be leaving us on [Last Working Day], as they embark on a new chapter in their career.

[Employee's Name] has been a vital part of our team since [Start Date], contributing immensely to [specific projects or achievements]. Their dedication, creativity, and positive spirit will be greatly missed by all of us.

Please join us for a farewell gathering on [Date, Time, Location], where we can share our memories and wish [Employee's Name] all the best in their future endeavors.

Let's make this farewell a memorable one!

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]