

Subject: Farewell and Best Wishes to [Employee Name]

Dear Team,

As many of you know, [Employee Name] will be leaving us on [Last Working Day]. While we are sad to see [him/her/them] go, we are excited for [his/her/their] new journey ahead.

[Employee Name] has been an integral part of our team for [Duration] and has contributed immensely to [specific projects or achievements].

[His/Her/Their] dedication and hard work have made a lasting impact, and [he/she/they] will be greatly missed.

Please join us for a farewell gathering on [Date] at [Time] in [Location] to celebrate [Employee Name] and wish [him/her/them] all the best in [his/her/their] future endeavors.

Let's stay in touch! You can reach [Employee Name] at [Personal Email/Contact Information].

Wishing [Employee Name] the best of luck and success in the future!

Warm regards,

[Your Name]

[Your Position]

[Company Name]