

Subject: Employee Departure Notification

Dear [Team/Department Name],

I hope this message finds you well. I am writing to inform you that [Employee's Name], [Employee's Position], will be departing from [Company Name] effective [Last Working Day, e.g., October 31, 2023].

[Employee's Name] has been with us for [duration, e.g., three years] and has contributed significantly to [mention specific projects or achievements]. We appreciate their hard work and dedication during their time with us.

Please join me in wishing [Employee's Name] all the best in their future endeavors. We will be organizing a farewell gathering on [date and time] at [location] to celebrate their time here and bid them farewell. We hope you can join us.

If you have any questions regarding the transition, please feel free to reach out.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]