

[Your Company/Organization Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company/Organization]

[Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Announcement of Departure

We regret to inform you that effective [Effective Date], [Name of the Individual, e.g., xQc] will no longer be part of [Company/Organization Name].

[Optional: A brief statement about the contributions or impact of xQc during their time with the organization.]

We appreciate [his/her/their] hard work, dedication, and the positive impact [he/she/they] brought to our community.

Please join us in wishing [xQc] the best in [his/her/their] future endeavors. Should you have any questions or need further information, feel free to reach out to us.

Thank you,

[Your Name]

[Your Position]

[Your Contact Information]

[Your Company/Organization Name]