

Internal Email Announcement of Employee Replacement

Subject: Team Update – Employee Replacement

Dear Team,

We would like to inform you that [Outgoing Employee Name] will be leaving [Department] as of [Last Working Date]. We are grateful for their dedication and contributions.

[Incoming Employee Name] will be joining us as [Job Title] starting [Start Date]. Please join us in welcoming them to the team.

Best regards,

[Manager Name]

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