Early notice farewell message for internal communication

Subject: Notice of Farewell

Dear Team,

This is to inform you that [Employee Name] will be leaving [Company Name] on [Last Working Day].

We are grateful for their contributions and dedication to the team.

Please join me in wishing them all the best in their future endeavors. We will plan a proper farewell closer to their departure date.

Best,

[Your Name]

[Position/Role]

[Date]

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https://www.lettersandtemplates.com/letters/farewell-letter-to-employee-leaving-the-company