

Heartfelt Leaving Message

Subject: Wishing [Employee Name] All the Best

Hi Everyone,

It is with mixed emotions that we announce [Employee Name]'s departure from [Company Name] on [Last Working Day]. [He/She/They] has been a fantastic colleague and will be greatly missed.

Please join me in expressing our gratitude and best wishes for [Employee Name]'s next adventure.

Warm regards,

[Manager/HR Name]

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