

Informal Leaving Email

Subject: Goodbye and Best Wishes to [Employee Name]

Hey Team,

Just a heads-up that [Employee Name] will be leaving [Company Name] on [Last Working Day].

[He/She/They] has contributed a lot to our projects, and weâ€™ll all miss [him/her/them].

Letâ€™s make sure to say our goodbyes and wish [Employee Name] well!

Thanks,

[HR/Manager Name]

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