

Professional Leaving Letter

Subject: [Employee Name] Departure Announcement

Dear Management Team,

Please be informed that [Employee Name], [Job Title], will be leaving [Company Name] as of [Last Working Day]. During [his/her/their] tenure, [he/she/they] contributed significantly to [projects/achievements].

We appreciate [Employee Name]'s efforts and wish [him/her/them] continued success in future endeavors.

Best regards,

[HR/Manager Name]

[Title]

[Company Name]

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