

Announcement of Leaving Employee

We would like to regretfully inform you that [employee name and job title] will no longer be working with us effective [last working date]. This is a great loss to the company but we can only wish [leaving employee] the best of luck in [his / her] future challenge. [Leaving employee name]’s duties will be assumed by [replacing employee].

Get more templates here:

<https://www.lettersandtemplates.com/letters/joining-or-leaving-employee-announcement>