

Formal Leaving Announcement

Subject: Farewell to [Employee Name]

Dear Team,

We would like to formally announce that [Employee Name] will be leaving [Company Name] as of [Last Working Day]. [He/She/They] has been an invaluable member of [Department/Team], contributing significantly to [specific achievements/projects].

Please join us in wishing [Employee Name] continued success in [his/her/their] future endeavors.

Sincerely,

[Manager/HR Name]

[Title]

[Company Name]

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