

Formal last working day email to HR template

Subject: Notification of Last Working Day

Dear [HR Manager's Name],

I am writing to formally notify you that my last working day at [Company Name] is [Date]. I have completed all pending tasks and ensured a proper handover of my responsibilities.

Please advise on any further formalities or exit procedures I should complete before my departure.

Thank you for your assistance.

Sincerely,

[Your Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/last-working-day-email-format>