

Letter To Staff Announcing Employee Resignation Departure Or Leaving

Dear All,

I am writing this letter to inform you that [Employee Name] has decided to resign from their position with our company. We are sad to see [him/her] go, but we are also excited to see what [he/she] will achieve in [his/her] future endeavors.

[Employee Name] has been an integral part of our team and has contributed greatly to the success of our company. [He/She] has worked with us for [Number of Years] years, and during this time, [he/she] has been a valued employee, always willing to go above and beyond to get the job done. [Employee Name]'s last day with us will be [Last Day of Work], and we will make sure to plan a farewell party to celebrate [his/her] contributions to our organization. We want to take this opportunity to wish [him/her] all the best in [his/her] future endeavors.

We understand that [his/her] departure will be felt by all of us, but we are confident that [he/she] has laid a solid foundation that will help us continue to thrive in [his/her] absence. We will work together to ensure a smooth transition and to provide any support needed to [Employee Name] during [his/her] remaining time with us.

Please join me in thanking [Employee Name] for [his/her] hard work, dedication, and contributions to our company. We wish [him/her] all the best in [his/her] future endeavors.

Sincerely,