

Resignation Announcement

I regretfully announce the resignation of [Mr. X] from [company name] effective [some date].

[He/she] will be [returning back home, joining another company, continuing his studies, etcâ€¦]. This

is a great loss for us but we can only respect [his/her] decision and wish [him/her] the best.

Since [his/her] joining in [2005], [Mr. X] was a valuable member of our team. [His/her] contribution was essential to our success, which we very much appreciate. [His/her] colleagues recognize

[him/her] for [his/her] courtesy, charm, and great work ethics. [He/she] will be deeply missed.

Please join us on [date and time] at [location] for [his/her] farewell party and to thank [him/her] for [his/her] dedication and efforts over the years.

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