

Colleague Resignation Update

Dear Team,

I hope this message finds you well. I am writing to inform you that our colleague, **[Colleague's Name]**, has decided to resign from their position effective **[Last Working Day, e.g., March 15, 2024]**.

We appreciate the contributions that **[Colleague's Name]** has made during their time with us and wish them all the best in their future endeavors.

Please feel free to reach out to **[Colleague's Name]** to share your best wishes and thank them for their hard work.

Thank you for your understanding.

Best regards,

[Your Name]
[Your Position]
[Company Name]