

Employee Leaving Notification

Date: [Insert Date]

To Whom It May Concern,

This letter serves to notify you that [Employee Name], who has been a valued member of our team since [Start Date], will be leaving their position at [Company Name] effective [Last Working Day].

We want to take this opportunity to express our gratitude for [Employee Name]'s contributions during their time with us. Their dedication and positive attitude have greatly impacted our team and the company as a whole.

We wish them the best in their future endeavors and hope to stay in touch.

If you have any questions, please feel free to contact me at [Your Contact Information].

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]