

Personnel Resignation Notice

Date: [Insert Date]

To All Staff,

We regret to inform you that [Employee Name], [Job Title], has decided to resign from their position effective [Last Working Day].

[Employee Name] has been a valuable member of our team since [Start Date] and has contributed greatly to [mention specific contributions or projects]. We appreciate their hard work and dedication.

Please join us in wishing [Employee Name] all the best in their future endeavors.

Best Regards,
[Your Name]
[Your Job Title]
[Company Name]