

Staff Departure Announcement

Dear Team,

We regret to inform you that **[Employee's Name]**, our **[Employee's Position]**, will be leaving us effective **[Last Working Day]**.

During their time with us, **[Employee's Name]** has made significant contributions to our team and will be greatly missed. We appreciate their hard work and dedication.

Please join us for a farewell gathering on **[Date and Time]** at **[Location]**, to wish **[Employee's Name]** the best in their future endeavors.

Thank you for your attention,

Sincerely,
[Your Name]
[Your Position]
[Company Name]