

Staff Exit Announcement

Dear Team,

We are writing to inform you that **[Staff Member's Name]** will be leaving **[Company Name]** effective **[Last Working Day]**.

During their time with us, **[Staff Member's Name]** made significant contributions to the team, and we appreciate their hard work and dedication.

Please join us in wishing **[Staff Member's Name]** all the best in their future endeavors. There will be a farewell gathering on **[Date & Time]** at **[Location]** to celebrate their time with us.

Should you have any questions, feel free to reach out to **[Your Name]**.

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