

# Farewell Announcement

Dear Team,

It is with mixed emotions that we announce the departure of our dear colleague, **[Employee's Name]**. After [number] years of dedication and hard work, **[he/she/they]** will be leaving us on [last working day, e.g., "March 31, 2023"] to pursue new opportunities.

Throughout **[his/her/their]** time with us, **[Employee's Name]** has made a significant impact on our team and has been a source of inspiration to many. **[His/Her/Their]** contributions have been invaluable, and we will certainly miss **[his/her/their]** expertise, kindness, and positive spirit.

Please join us in wishing **[Employee's Name]** all the best in **[his/her/their]** future endeavors. We will be hosting a farewell gathering on [date and time] at [location], and we encourage everyone to come share your good wishes and fond memories.

Thank you, **[Employee's Name]**, for everything. You will always be a part of our team!

Warm regards,

[Your Name]

[Your Position]

[Company Name]