## **Employee Departure Acknowledgment**

Date. [msert Date]
Dear [Employee's Name],
We would like to formally acknowledge your departure from [Company Name] effective [Last Working Day]. We appreciate the contributions you have made during your time with us.
Thank you for your dedication and hard work. We wish you all the best in your future endeavors
Sincerely,
[Your Name]
[Your Position]
[Company Name]