

# Employee Exit Notice

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Company: [Company Name]

Dear [Recipient's Name],

We regret to inform you that due to unforeseen circumstances, [Employee's Name] will be departing from [Company Name] effective immediately. This decision was not made lightly, and we understand the impact this may have on the team and ongoing projects.

[Employee's Name] has been a valuable member of our organization, and their contributions will be greatly missed. We are committed to ensuring a smooth transition and will provide assistance in reallocating their responsibilities.

If you have any questions or need further information, please feel free to reach out to me directly.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]