

Team Announcement

Dear Team,

I hope this message finds you well. I am writing to inform you that **[Employee's Name]** has decided to resign from their position as **[Job Title]** at **[Company Name]**. Their last working day will be **[Last Working Day]**.

We want to express our gratitude for the contributions **[Employee's Name]** has made during their time with us. Their hard work and dedication have been invaluable, and they will be greatly missed.

We wish **[Employee's Name]** all the best in their future endeavors. Please join me in thanking them for their service and support.

If you have any questions or need assistance during this transition, feel free to reach out.

Thank you.

Sincerely,
[Your Name]
[Your Job Title]