

Farewell Announcement

Dear Team,

We are writing to inform you that **[Employee Name]**, our **[Job Title]**, has decided to resign from **[Company Name]**. Their last working day will be **[Last Working Day]**.

has been an integral part of our team for **[Duration]**, and their contributions have greatly impacted our success. We will miss their dedication, hard work, and positive spirit.

Please join us for a farewell gathering on **[Date and Time]** at **[Location]** to celebrate **[Employee Name]**'s achievements and wish them well in their future endeavors.

Thank you, **[Employee Name]**, for everything. We wish you the best in all your future pursuits!

Best regards,

[Your Name]
[Your Job Title]
[Company Name]