

# Formal Announcement of Staff Exit

Dear Team,

We would like to formally announce that **[Employee Name]**, **[Position]**, will be leaving our company effective **[Last Working Day]**.

During their time with us, **[Employee Name]** has made significant contributions, including **[briefly mention contributions or achievements]**. We are grateful for their hard work and dedication.

We wish **[Employee Name]** the best in their future endeavors. Please join us for a farewell gathering on **[Date and Time]** in **[Location]** to bid them farewell.

Thank you for your understanding.

Sincerely,

**[Your Name]**  
**[Your Position]**  
**[Company Name]**