

# Internal Memo

**Date:** [Insert Date]

**To:** All Staff

**From:** [Your Name], [Your Position]

**Subject:** Employee Departure Announcement

Dear Team,

I am writing to inform you that [Employee's Name], [Employee's Position], will be leaving our company effective [Last Working Day]. [He/She/They] has decided to pursue [his/her/their] career opportunities elsewhere.

During [his/her/their] time with us, [Employee's Name] has made significant contributions, including [mention any notable achievements or projects]. We will miss [his/her/their] presence and expertise within the team.

Please join me in wishing [Employee's Name] all the best in [his/her/their] future endeavors. We are planning a farewell gathering on [Date/Time] at [Location] to celebrate [his/her/their] time with us. Your presence would be appreciated.

Thank you for your understanding.

Best regards,  
[Your Name]  
[Your Position]