

Farewell Announcement

Dear Team,

It is with mixed emotions that we announce the departure of **[Volunteer Name]** from our organization. After dedicating **[number of years/months]** to volunteering with us, **[he/she/they]** will be leaving on **[last working day]**.

[Volunteer Name] has been an invaluable part of our community, contributing countless hours and unwavering dedication to our mission. **[His/Her/Their]** commitment and passion have made a significant impact on our projects and those we serve.

We invite everyone to join us for a farewell gathering on **[date]** at **[time]** at **[location]**. This will be a wonderful opportunity to celebrate **[Volunteer Name]**'s achievements and bid **[him/her/them]** farewell.

Thank you, **[Volunteer Name]**, for your hard work and dedication. You will be greatly missed!

Sincerely,

[Your Name]
[Your Position]
[Organization Name]