Departure Notice

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Organization Name]

[Organization Address]

Dear [Recipient's Name],

On behalf of the board of [Organization Name], it is with mixed emotions that we announce the departure of [Employee's Name] from their position as [Employee's Position], effective [Departure Date].

[Employee's Name] has been an integral part of our organization, contributing significantly to our mission and the community we serve. We are grateful for their dedication and impact over the years.

Please join us in wishing [Employee's Name] all the best in their future endeavors. We are confident that they will continue to succeed and make a positive difference wherever they go.

If you have any questions or require further information, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]