

Departure Notice

Date: [Insert Date]

To: [Employee's Name]

From: [HR Department]

Subject: Notice of Departure

Dear [Employee's Name],

We are writing to formally acknowledge the receipt of your resignation letter dated [Insert Resignation Date]. Your last working day with [Company Name] will be [Insert Last Working Day].

We would like to take this opportunity to express our gratitude for your contributions during your tenure at [Company Name]. Your efforts have been valuable, and you will surely be missed by your team and colleagues.

Please ensure that all company property is returned and all tasks are completed prior to your departure. Our HR team will assist you with your exit process, including the final settlement and any other formalities.

We wish you the very best in your future endeavors. Please keep in touch!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]