

Exit Announcement

Dear Team,

We are writing to inform you that **[Employee Name]**, **[Job Title]**, will be leaving **[Company Name]** as of **[Last Working Day]**.

has been a valuable member of our team and has contributed greatly during their time with us. Please join us in wishing them all the best in their future endeavors.

You are invited to a farewell gathering on **[Date]** at **[Time]** in **[Location]**.

Thank you for your understanding.

Best Regards,

[Your Name]
[Your Job Title]
[HR Department]