

Departure Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you of my departure from [Company Name] due to personal family health issues that require my immediate attention.

My last working day will be [Insert Last Working Day, typically two weeks from the date above]. I will ensure that all my responsibilities are handed over smoothly and will assist in the transition process during my remaining time here.

I have greatly enjoyed working with you and the team at [Company Name], and I appreciate all the support I have received during my time here.

Thank you for your understanding.

Sincerely,

[Your Name]