

Farewell Message

Dear Team,

As many of you may already know, **[Employee's Name]** will be leaving us on **[Last Working Day]**. It is with a heavy heart that we bid farewell to such a talented and hardworking individual.

During **[his/her/their]** time with us, **[Employee's Name]** has made significant contributions to our projects and has been a great team player. We will miss **[him/her/them]** immensely and wish **[him/her/them]** the best in **[his/her/their]** future endeavors.

Please join us for a farewell gathering on **[Date and Time]** at **[Location]** to celebrate **[Employee's Name]**'s achievements and to bid **[him/her/them]** goodbye.

Best wishes,

[Your Name]
[Your Position]