

# Team Announcement

Dear Team,

We would like to inform you that [Employee's Name] will be leaving [Company Name] as of [Last Working Day]. This decision was made after careful consideration, and we wish them all the best in their future endeavors.

[Employee's Name] has been a valuable member of our team, contributing to [briefly mention contributions or projects]. Their hard work and dedication will be greatly missed.

We encourage everyone to join us for a farewell gathering on [Date and Time] at [Location] to celebrate [Employee's Name]'s achievements and bid them farewell.

Thank you for your understanding, and please feel free to reach out with any questions.

Best regards,

[Your Name]

[Your Position]

[Company Name]