

Personnel Departure Notification

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Your Name]

Subject: Personnel Departure Notification

Dear [Recipient's Name],

We are writing to inform you that [Employee's Name], [Employee's Position], has decided to resign from their position at [Company Name] effective [Last Working Day].

[Employee's Name] has been a valuable member of our team, contributing to [mention any key projects or achievements]. We will certainly miss their expertise and positive attitude.

Please join us in wishing [Employee's Name] all the best in their future endeavors.

If you have any questions regarding this transition, please feel free to reach out.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]