

Staff Departure Announcement

Dear Team,

We regret to inform you that **[Employee's Name]**, our **[Employee's Position]**, will be leaving our company effective **[Last Working Day]**.

[Employee's Name] has been an integral part of our team for **[Duration of Employment]**. Their contributions have significantly impacted our success, and they will be dearly missed.

Please join us for a farewell gathering on **[Date]** at **[Time]** in **[Location]** as we bid farewell and wish **[Employee's Name]** all the best in their future endeavors.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]

[Company Name]