

Departure Letter

Date: _____

To the [Social Club Name],

Dear [Club Members/Committee],

I am writing to formally announce my departure from my role as Event Coordinator for the [Social Club Name], effective [Last Working Day, e.g., two weeks from the date above].

It has been a great pleasure to work with you all and contribute to the vibrant activities and community experiences that we've created together. I am grateful for the camaraderie, support, and unforgettable memories during my time with the club.

I am committed to ensuring a smooth transition, and I am happy to assist in handing over my responsibilities to ensure that upcoming events proceed seamlessly.

Thank you for the wonderful experiences. I will cherish my time here and look forward to staying in touch with you all.

Warmest regards,

[Your Name]

[Your Contact Information]