

# Leadership Departure Announcement

Dear Team,

I am writing to inform you that, after [number] years with [Company Name], [Leader's Name] will be departing from their position as [Position] effective [Departure Date].

During their tenure, [Leader's Name] has made significant contributions to our team, including [mention specific achievements or initiatives]. Their leadership has been instrumental in shaping our growth and success, and they will be greatly missed.

We wish [Leader's Name] all the best in their future endeavors. A farewell gathering will be held on [Date and Time] at [Location], and we encourage everyone to join us in expressing our gratitude.

Thank you for your continued dedication and support.

Sincerely,

[Your Name]  
[Your Position]