

# Departure Notice

Date: [Insert Date]

To: [Recipient's Name]  
[Recipient's Position]  
[Company Name]  
[Company Address]

Dear [Recipient's Name],

I am writing to formally notify you of my upcoming departure from my crew assignment on the [Cruise Ship Name]. My final day of service will be [Last Working Day].

During my time aboard, I have valued the experience and opportunities for personal and professional growth. I appreciate the support from my fellow crew members and management, which has greatly contributed to my development.

Please let me know the next steps regarding the transition and any final procedures I should be aware of before my departure.

Thank you for the wonderful memories and experiences. I hope to stay in touch and wish the crew and management all the best in future endeavors.

Sincerely,

[Your Name]  
[Your Position]  
[Your Contact Information]