

Exit Notice

Date: [Insert Date]

Dear [Team Member's Name],

This letter serves as formal notification that your employment with [Company Name] will be ending effective [Last Working Day, Date].

We want to take a moment to express our gratitude for your contributions during your time with the team. Your efforts on [specific projects or tasks] have certainly made a positive impact.

Please ensure that all your work is up to date and finalize any outstanding projects before your departure. We also request that you complete the necessary offboarding steps as outlined in the company policy.

If you have any questions or need assistance during this transition, do not hesitate to reach out to your manager or HR representative.

Wishing you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]