

Military Deployment Announcement

Dear Team,

I hope this message finds you well. I am writing to inform you that I have received notification of my deployment with the military. My deployment is scheduled for **date**, and I will be stationed at **location** for approximately **duration**.

This decision comes with mixed emotions as I prepare to take on this important duty. I want to assure you that I will do my best to ensure a smooth transition of my responsibilities before I depart. I will be working closely with **colleague's name** to ensure that all ongoing projects are managed effectively.

Thank you all for your support and understanding during this time. I will keep you updated on my deployment and hope to stay in touch while I am away.

Best regards,

Your Name

Your Position

Your Contact Information