

Project Completion Departure Note

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Project Completion and Departure Notice

Dear [Recipient's Name],

I am writing to formally notify you of my departure from [Company/Project Name] following the successful completion of the [Project Name] project.

Throughout my time working on this project, I have greatly enjoyed collaborating with the team and achieving our objectives together. It has been a valuable experience, and I appreciate all the support and guidance provided by you and others.

As of [Last Working Day, e.g., DD Month YYYY], I will be stepping away from my role. I will ensure that all my responsibilities and tasks are completed and transitioned smoothly before my departure.

Thank you once again for the opportunity to be part of this remarkable project and team. I look forward to staying in touch, and I wish the team continued success in all future endeavors.

Best regards,
[Your Name]
[Your Position]
[Contact Information]