

Farewell Notice

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally inform you that I will be taking a leave of absence from [start date] to [end date]. This decision was not made lightly, and I appreciate your understanding during this time.

As I prepare to depart, I want to express my gratitude for the support and camaraderie I have experienced while working with you all. It has truly been a pleasure to be part of such a wonderful team.

Should you need to reach me during my absence, I will be available via email at [your email address]. I will do my best to respond as promptly as possible.

Thank you once again for everything. I hope to return rejuvenated and ready to contribute further to our endeavors.

Wishing you all the best.

Sincerely,

[Your Name]

[Your Position]