

Member Departure Notice

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Notice of Departure

Dear [Recipient's Name],

I am writing to officially inform you that I will be departing from [Organization/Group Name] effective [Last Working Day]. This decision was not made lightly, and I appreciate the opportunities I have had during my time here.

I would like to express my gratitude for the support and guidance I received from you and all my colleagues. I have learned a great deal and will take these experiences with me as I move forward.

Please let me know how I can assist in ensuring a smooth transition.

Thank you once again, and I hope to stay in touch.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]