

Formal Employee Resignation Announcement Letter

Subject: Employee Resignation Announcement

Dear Team,

We wish to formally inform you that [Employee Name] has submitted their resignation and will be leaving [Company Name] effective [Last Working Day]. [Employee Name] has been an integral part of our team, contributing significantly to [mention key projects or responsibilities].

Please join us in wishing [Employee Name] all the best in their future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

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