

Heartfelt Employee Departure Letter

Subject: Saying Goodbye to [Employee Name]

Dear Team,

It is with mixed emotions that we announce [Employee Name]'s departure from [Company Name], effective [Last Working Day]. Their dedication, hard work, and positive attitude have left a lasting impact on our organization.

We are grateful for their contributions and wish them every success in the next chapter of their career.

Warm regards,

[Your Name]

[Your Position]

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