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To: **All employees of** _____

Subject: **Employee Departure**

Dear All:

It is with mixed feelings that I announce the departure of one of our valued employees: _____ . I feel sad to see any employee go, but also wish our departing employees the greatest happiness and success in their career.

We are having to say goodbye to our treasured employee for the following reason:

Since joining our company in _____, we have all come to know and value _____. As a member of the team, _____ showed dedication, hard work, professionalism, and commitment to our company.

We will all miss _____, but I know that great things are coming and that _____ continues to have a bright path ahead.

Please join us at the following date, time and location for a farewell party:

Sincerely,
