Letter Announcing the Leaving of an Employee

[You're Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear (Recipient's Name),

This letter is to announce the leaving of Mr. [enter name], who has been working at our company as [enter title]. He has been a hardworking employee and his creative ideas benefited us very much for which we owe thanks to him. Due to some personal reasons, he is leaving [enter company name] and will no more work with us. We will indeed miss his company and now it is a very tough task to find an alternative of him. Nonetheless, we are sad on his departure but we wholeheartedly wish him good luck for future endeavors. A farewell party has also been arranged for Mr. [enter name] on [enter date] so that we can say him a special goodbye. Please join in. Thank you!

[You're Name]

[Senders Title] -Optional-