

Here is a template, totally free of charge!

However, **we don't recommend using it.**

Like all free templates on the internet, it hasn't been adapted to your specific needs.

Visit our website to easily create a [fully personalized document](#) for a low one-time fee.

Our lawyers work hard to keep everything updated and accurate.

You get all of the benefits of a lawyer at a fraction of the cost.

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,

\_\_\_\_\_