
Dear team,

It is to inform you all that after serving a good part of his life in our organization Mr. Firstname Lastname of department name has put down his papers. We are very happy that he is going to be starting his own firm and we look forward to having a lifelong relationship with him.

Mr. Firstname has been a very sincere employee, and his attendance record in the past 8 years has been a tremendous motivation for all our employees. We wish him luck and success in his life.

Regards and Best Wishes