

[Date]

To All Staff / [Department Name],

I am writing to formally announce that I will be leaving my position as [Your Job Title] at [Company Name], effective [Your Last Working Day].

It has been a privilege to serve as part of the Human Resources team for the past [Number] years/months. During my time here, I have truly valued the opportunity to support our employees and contribute to the growth of our organizational culture. I am grateful for the professional relationships I have built and for the collaborative spirit of this company.

Please note that until my departure, I will be focused on ensuring a smooth transition of my current responsibilities. After [Date], all HR inquiries regarding [Specific Area, e.g., Payroll/Recruitment] should be directed to [Colleague's Name] at [Email Address].

I want to thank the leadership team and my colleagues for their support and guidance throughout my tenure. I look forward to following the continued success of [Company Name] from afar.

I would love to stay in touch. You can reach me via my personal email at [Personal Email Address] or connect with me on LinkedIn at [LinkedIn Profile Link].

I wish you all the very best in your future endeavors.

Sincerely,

[Your Name]
[Your Job Title]