**To**

**[The Recipient Name]**

**Re. Announcement of Mr. [name]’s Departure from the Company**

Dear Staff,

This letter addresses the departure of Mr. [name] who has been working in the department of Planning and Development as a Communication Expert. He joined this office in 20XX and worked with tremendous hard work and sheer honesty.

Recently, he went into an argument with his team leader and decided to resign. However, the company officials tried their best to intrude into this and settle the dispute. Unfortunately, the dispute did not end but hurled more negativity and arguments among colleagues.

Our office strongly condemns any such disputes and destructive exchange of argument. We always discourage being outrageous, intolerant, and ill-mannered in the office. Professionalism means not being outspoken but intelligent enough to avoid any heated argument.

Mr. [name] has decided to leave and has not agreed to stay. According to him, the argument caused him to compromise his self-respect and professional integrity. He is firm in deciding to leave. We are sorry to announce that he is not a part of this company anymore.

After this upheaval in the office premises, our CEO shall conduct a meeting session and urge for the formulation of such disciplinary measures that can avoid any dispute in the future.

The vacant seat of Mr. [name] shall be filled in shortly. His responsibilities have been shared among other employees. From today, Mr. [name] has been given the additional charge of Communication Expert of the DPD until further notice. We request you to gather in the conference hall of level 2 where our reverend CEO shall conduct a meeting on discipline and falling morality.

Thank you.

Regards

[name]  
[designation]  
[Department]