# Template 1
## Administrative Departure Email

**Email subject line:** Information to prepare for your upcoming departure from (*company name*)

Dear (*Employee name*),

In preparation for your upcoming departure from (*Company name*), we'd like to remind you to complete the following step:

- Returning professional equipment on your last day (*if postal return, mention the return address + how to proceed*) (*list the equipment that needs to be returned*)

- Listing tasks to complete after your departure (*if applicable, mention the name and information of the employee who will take over these tasks*)

- Completing the employee departure survey (*provide a link to the survey*) in preparation for your exit interview

- Announcing your departure to clients and contacts (*if applicable*)

Thanks for your cooperation, and feel free to contact me if you have any questions.

Have a great day,

(*name of sender*)

(*signature*)

# Template 2

Voluntary Departure Email

**Email subject line:** Meeting following your decision to leave (*company name*)

Dear (*Employee name*),

We thank you for informing us of your decision to leave (*Company name*). While we are sad to see you go, we look forward to seeing you thrive in your next ventures.

We would like to talk more in-depth about your departure date and some important details before you go. Would the (*date*) at (*time*) be a good time for you? The interview can take place virtually or in person, and we will send you a departure survey to complete before the meeting.

Once again, thank you for everything you have done for (*Company name*) during your time with us. We look forward to speaking with you soon,

(*name of sender*)

(*signature*)

# Template 3

Dismissed Employee Email

**Email subject line:** Information regarding your upcoming departure from (*company name*)

Dear (*Employee name*),

I am writing this email following our discussion on the end of your employment contract at (*company name*).

This was not an easy decision to make, and we understand that the situation might be difficult for you at the present time. However, we would like to emphasize that we are grateful for everything you have done throughout your journey at (*Company name*), and that we have been happy to work with you.

We will reach out to you soon with more information. In the meantime, we would like to thank you again for your work, and we look forward to speaking with you soon,

Sincerely,

(*name of sender*)

(*signature*)

# Template 4
Email to Coworkers

**Email subject line:** Information about an upcoming departure in the company

Dear team,

I am writing to inform you all that *(employee name)* is leaving the company on (*departure date*).

(*Employee name*) is leaving because (*reason for leaving if you and the departing employee agree to share this information*).

We are already looking for a replacement for (*Employee name*)'s position, but in the meantime, if you need help or information, please reach out to (*Employee who will receive redirected messages' name*).

Before (*Employee name*) leaves the company, feel free to send them farewell messages and highlight their achievements and good moments within the organization. We are also planning a farewell event on (*date*) at (*time*), at (*location*). We would be happy to see you there as we'd like to express our gratitude to (*Employee name*) during this event.

Once again, we send our best wishes to (*Employee name*) on their next venture and thank them for everything they have done for the company.

Thanks for your attention, and have a great day,

(*name of the sender*)

(*signature*)

# Template 5
Congratulatory & Recognition Email

**Email subject line:** Thank you for your work at (*company name*)

Dear (*Employee name*),

I would like to use this email to thank you for everything you have done for the company throughout your journey at (*Company name*).

We will greatly miss your (*list a few professional and personal qualities*).

We have planned a goodbye event to highlight your time at (*Company name*), on (*date*) at (*time*) at (*location*). This will be a great time to reminisce about your professional and personal experience here!

We wish you the best in your future endeavours and look forward to seeing you at the goodbye event,

Sincerely,

(*name of sender*)

(*signature*)