Employee departure announcement email

For resignations, send it within a few days of the resignation being accepted and agreed with the employee, usually 1 to 2 weeks before the last day. For involuntary exits, send a short note on the same day or the next morning.

RESIGNATION, TO THE TEAM

Subject: [Employee Name]'s last day will be [Last Day]

Hi team,

I wanted to let you know that [Employee Name] has decided to leave [Company]. Their last day will be [Last Day].

Over the past [Tenure], [Employee First Name] has [Specific Contribution, e.g. trained most of our current team leads and built the playbook we still use for peak season]. We'll miss them, and we're glad for them as they move on to [Next Step, if they're happy to share].

Here's the plan for covering their work:
- [Responsibility 1]: [Covering Person]
- [Responsibility 2]: [Covering Person]
- We're [hiring a replacement / redistributing the role] and I'll share updates.

If you'd like to say goodbye, we'll get together on [Farewell Date and Place].

[Manager Name]
[Manager Title]

INVOLUNTARY OR IMMEDIATE DEPARTURE

Subject: Team update: [Employee Name]

Hi team,

I'm writing to let you know that [Employee Name] is no longer with [Company], effective [Departure Date].

Until further notice, please send questions about [Area of Responsibility] to [Covering Person], and anything about [Second Area] to [Second Covering Person]. Customers and partners who contact [Employee First Name] will be redirected.

Please respect everyone's privacy and avoid speculating about the circumstances. If you have questions about how this affects your work, come and talk to me directly.

Thanks,

[Manager Name]

[Manager Title]

TO CLIENTS OR EXTERNAL CONTACTS

Subject: Change in your [Company] contact

Hi [Client First Name],

I wanted to let you know that [Employee Name] will be leaving [Company] on [Last Day].

From [Handover Date], [New Contact Name], [New Contact Title], will be your main contact. [New Contact First Name] has worked on [Relevant Experience or Account Context] and is already up to speed on [Current Work].

You can reach [New Contact First Name] at [Email] or [Phone Number]. We'll set up a short call next week to introduce you.

Thank you for working with us,

[Your Name]
[Title], [Company]

SHORT TEAM NOTE

Subject: Farewell to [Employee Name]

Hi all,

A quick note that [Employee Name] is leaving us, with [Last Day] as their final day. Thank you, [Employee First Name], for everything you've done for [Team Name].

From [Handover Date], please contact [Covering Person] for [Area of Responsibility].

Join us for a send-off on [Farewell Date and Place].

[Manager Name]

SUBJECT LINE IDEAS

- [Employee Name]'s last day will be [Last Day]
- Farewell to [Employee Name]
- Team update: [Employee Name]
- Saying goodbye to [Employee Name]
- Change in your [Company] contact
- Coverage plan as [Employee Name] moves on

SMS / WHATSAPP VERSION

Team update: [Employee Name]'s last day is [Last Day]. From [Handover Date], please go to [Covering Person] for [Area of Responsibility]. Send-off on [Farewell Date]. Thanks, [Manager Name]

Placeholders to replace: [Employee Name], [Employee First Name], [Last Day], [Departure Date], [Tenure], [Specific Contribution], [Next Step], [Covering Person], [Area of Responsibility], [Handover Date], [New Contact Name], [New Contact Title], [Farewell Date and Place], [Client First Name], [Manager Name], [Company]