Last working day email from HR

Send it one to two weeks before the last day, as soon as the resignation is accepted and the final date is confirmed. Send a short reminder the day before the last shift.

STANDARD (RESIGNATION)

Subject: Your last working day, [Last Day]: what to expect

Hi [First Name],

This email confirms that your last working day at [Company] is [Last Day]. Here's what will happen between now and then, so nothing catches you off guard.

Before your last day
- Exit interview: [Date and Time] with [HR Contact]. It takes about 30 minutes.
- Handover: please agree on a handover plan with [Manager Name] by [Date].
- Expenses: submit any outstanding expense reports by [Date].

On your last day
- Return your [laptop, badge, keys, other equipment] to [Person or Location] by [Time].
- Your system access will end at [Time].

Pay and benefits
- Your final paycheck will be paid on [Final Pay Date] and will include [accrued unused PTO, if your policy or state law provides for it].
- Your health coverage ends on [Coverage End Date]. You'll receive COBRA continuation information by mail from [Benefits Administrator].
- For your 401(k), contact [Plan Provider] at [Contact Details].

Please confirm your personal email and mailing address so your W-2 and other documents reach you: [Personal Email / Address on File].

If you have questions, reply here or call me at [Phone Number]. Thank you for your work here, and best of luck.

[Your Name]
[Title], [Company]

REMOTE EMPLOYEE

Subject: Your offboarding details and equipment return

Hi [First Name],

Your last working day is confirmed as [Last Day]. Since you work remotely, here's how the next steps will work.

Equipment
We'll send a prepaid return kit to [Address on File] by [Date]. Please pack your [laptop, charger, monitor, headset] and drop it off at any [Carrier] location by [Return Deadline]. Don't wipe the laptop yourself; IT will handle that.

Access
Your accounts will be turned off at [Time] on [Last Day]. Please save any personal files from your work devices before then and leave all work files in [Shared Drive].

Exit interview
[HR Contact] will send a video call invite for [Date].

Final pay and benefits
Final pay goes to your usual account on [Final Pay Date]. Health coverage ends [Coverage End Date], and COBRA information will arrive by mail.

Thanks for everything you've contributed.

[Your Name]
[Title], [Company]

HOURLY OR FRONTLINE EMPLOYEE

Subject: Your last shift on [Last Day]

Hi [First Name],

Thanks for letting us know you're moving on. Your last shift is [Last Day], [Shift Start] to [Shift End].

Before you leave that day, please hand your [badge, uniform, locker key, scanner] to [Supervisor Name].

Your final paycheck will be paid on [Final Pay Date] by [direct deposit / paper check at site]. If you have unused PTO, [describe how it is handled].

We'd appreciate a few minutes of feedback in our short exit survey: [Survey Link].

Good luck with what's next.

[Your Name]
[Title], [Company]

SUBJECT LINE IDEAS

- Your last working day, [Last Day]: what to expect
- Offboarding details for [First Name]

- Exit formalities before [Last Day]
- Your final pay, benefits and equipment return
- Checklist for your last day at [Company]
- Reminder: your last day is tomorrow
- Your last shift on [Last Day]

SMS / WHATSAPP VERSION

Hi [First Name], it's [Your Name] from HR at [Company]. Reminder: your last day is [Last Day]. Please return your [badge and equipment] to [Person] before you leave. Final pay arrives [Final Pay Date]. Full details are in your email.

Placeholders to replace: [First Name], [Last Day], [Company], [Manager Name], [HR Contact], [Date], [Time], [Final Pay Date], [Coverage End Date], [Benefits Administrator], [Plan Provider], [Address on File], [Return Deadline], [Shift Start], [Shift End], [Supervisor Name], [Survey Link], [Your Name], [Title]