**SAMPLE EMPLOYEE DEPARTURE
ANNOUNCEMENTS**

Below are sample announcements of an employee’s departure.

**[RETIREMENT DEPARTURE]**

We are saddened to announce that [EMPLOYEE] has decided to retire. After working for us for [Number] years [EMPLOYEE], [he/she] has decided to take time to travel and visit family [OR ADD IN WHAT THEY PLAN AND WOULD LIKE TO SHARE]. [EMPLOYEE] has worked in a variety of different roles, including [NAME THE ROLES OR JOBS HELD], and has provided stability and guidance to many of our customers and colleagues.

[EMPLOYEE] will be deeply missed. Please join us in congratulating and celebrating their retirement. [EMPLOYEE] last day will be on [DATE], please take the time to wish them well in their next adventure. We will celebrate on [DATE] in [LOCATION AND TIME].

**[VOLUNTARY RESIGNATION DEPARTURE]**

We regretfully inform you that [EMPLOYEE NAME] has decided to pursue alternative employment. [EMPLOYEE NAME] will be leaving on [DATE]. We are currently reviewing our needs. In the interim, we will make the following changes:

* [EMPLOYEE] will take over [Customer Accounts/Job Responsibilities]
	+ OR
* [EMPLOYEE] and [Employee will cover the shift until a replacement is hired
	+ OR
* We will be posting for a temporary replacement.
	+ OR
* The following employees will now report to [NAME OF PERSON AND TITLE]
	+ List [EMPLOYEES AND TITLE NOW REPORTING TO PERSON NAMED]

Please contact [INSERT NAME] with any questions or concerns you may have.

**[INVOLUNTARY TERMINATION DEPARTURE]**

Effective immediately, [DATE], [NAME OF EMPLOYEE OR EMPLOYEES] is/are no longer employed by the [EMPLOYER]. In the interim, the following changes will be made:

* [EMPLOYEE] will take over [Customer Accounts/Job Responsibilities]
	+ OR
* [EMPLOYEE] and [Employee will cover the shift until a replacement is hired
	+ OR
* We will be posting for a temporary replacement.
	+ OR
* The following employees will now report to [NAME OF PERSON AND TITLE]
	+ List [EMPLOYEES AND TITLE NOW REPORTING TO PERSON NAMED]

Please contact [INSERT NAME] with any questions or concerns you may have.