**SAMPLE EMPLOYEE DEPARTURE ANNOUNCEMENT**

To:

From:

Date:

Re: Employee Departure

Effective \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, [Insert Terminated Employee’s Name] is no longer employed with [Insert Company Name]. We wish them well in their new endeavors.

In the interim, [Insert Replacement Employee’s Name] will be taking on the duties previously held by [Insert Terminated Employee’s Name]. Please send any correspondence or questions to [Insert Replacement Employee’s Name].