

## Resignation Announcement Template (Prior to Leave)

We would like to inform you that effective [Leave Date], [Employee Name] will be resigning from their position at [Company Name]. We would like to take this opportunity to wish them well in their future endeavors and success with [List what employee will do]. We appreciate all the contributions [Employee Name] has made to [Company Name], including [List Accomplishments].

For any projects or communications surrounding their position, please direct all questions to [Supervisor Name]. For any other questions or concerns, please reach out to [HR Rep Name] in Human Resources.

## Resignation Announcement Template (Day of Leave)

We would like to inform you that [Employee Name] has resigned from their position at [Company Name], effective today, [Leave Date]. We appreciate their contributions and wish them well in their future endeavors.

For any projects or communications surrounding their position, please direct all questions to [Supervisor Name]. For any other questions or concerns, please reach out to [HR Rep Name] in Human Resources.