

# Announcement email template



Looking for inspiration when writing the announcement email to your team?  
Copy and paste one of the relevant templates below as a starting point for your email.

## Good terms resignation email template

**Subject:** Announcement

Hi all,

It is with regret I must announce that {name} will be leaving the company on {resignation date} to pursue new opportunities.

Over the next couple of weeks we will be working to find a suitable replacement and organise a handover. I will update you when we have further information on their replacement, but if you have any questions please feel free to come and have a chat with me.

{name} has been an integral part of the team, please all join me in wishing them every success for their future endeavours.

## Bad terms resignation/involuntary resignation email template

**Subject:** Announcement

Hi all,

I would like announce that {name} will no longer be working with us from {resignation date}. A replacement and handover will be organised in the upcoming weeks. We would like to wish {name} well in their future.

## Retirement announcement email template

**Subject:** Announcement

Hi all,

The time has come....

It is with great sadness that I need to inform you all that {name} will be retiring as of {retirement date}. {He/she} has been with the company for {length of service} and in that time has {personal message about their achievements and history with the company}.

I know you will all join me in wishing {name} a fantastic, relaxing retirement and thank {name} for all their hard work and the commitment they have given to us all. You shall be sadly missed!

We will be having a farewell party on {date}, at {place}. It would be great if you could all make it to give {name} a proper send off.