# Employee Departure Notification

*This message is intended to be sent by e-mail to the appropriate staff in order to facilitate employee departure procedures. Fill in the blanks spaces indicated by brackets. Remember to delete these lines in italics.*

(Enter Date of E-mail)

Subject: (Enter Departing Employee's Name)

Re: Termination Date (Enter Termination Date)

To: (Relevant Recipients, such as IT or Finance)

This memo is to inform you that the employee named above will be leaving (Company Name)’s employment. You have received this e-mail message because of your role in processing this employee’s termination and subsequent departure.

Please close all of the employee’s accounts, privileges, and access rights on the effective Termination Date noted above, unless otherwise directed by the employee’s supervisor or by Human Resources.

If you have any questions or concerns, please feel free to contact me at (enter contact information).

Regards,

(HR Representative’s Name or Signature)

(Title)