

Farewell announcement email template

Tell the team a colleague is leaving, thank them, and explain who covers their work.

Updated October 15, 2026. Written and reviewed by the HRTally Research Team.

When to use this template

When someone leaves, the team needs to know three things: that they are leaving, when, and who will handle their work. A thoughtful announcement also thanks the person for specific contributions and lets colleagues say goodbye. Agree on the wording with the departing employee first, especially about where they are going.

For voluntary departures, a warm announcement is easy. For involuntary ones, keep it short and neutral, and don't explain the reasons. In client-facing roles, coordinate the timing with account owners so clients hear from you, not through a bounced email. The departing employee may also want to send their own goodbye note, which is a nice addition, and the exit interview invitation should go out around the same time.

Version 1: Voluntary departure

SUBJECT [Employee first name]'s last day is [Date]

Hi team,

I wanted to let you know that [Employee full name] will be leaving [Company]. [His/Her/Their] last day is [Date].

Over the past [Time], [First name] has [two or three specific contributions]. [He/She/They] will be missed.

[First name] is moving on to [new role or adventure, if they want it shared].

Coverage: starting [Date], [Name] will handle [Responsibilities]. Please send [type of questions] to [Name].

We will [gather for a farewell lunch on Date / sign a card here: Link]. Please join me in thanking [First name] and wishing [him/her/them] well.

[Manager name]

Version 2: Neutral announcement

SUBJECT Team update: [Employee first name]

Hi team,

[Employee full name] is no longer with [Company]. We thank [him/her/them] for [his/her/their] contributions and wish [him/her/them] well.

Until we fill the role, [Name] will cover [Responsibilities]. Please direct questions about [Topics] to [Name].

[Manager name]

Subject lines to try

- [Employee first name]'s last day is [Date]
- Team update: [Employee first name]
- Saying goodbye to [First name]
- Farewell and thank you, [First name]
- Coverage while we fill [Role]

How to personalize it

- Agree on wording with the departing employee.
- Name who covers their work.
- Thank them for specific contributions.
- Tell clients and partners before the announcement goes wide.

Mistakes to avoid

- Explaining why someone was let go.
- Sharing where they are going without permission.
- Waiting until after the last day to announce.
- Implying the person was pushed out when they resigned.

Legal and compliance notes

For involuntary departures, avoid statements about the reasons that could be defamatory or reveal private information. Keep it to the facts: the person is no longer with the company, and who covers the work.

| When to send it

For voluntary departures, a week or two before the last day so colleagues can say goodbye. For involuntary departures, the same day, after the person has been told.

| Before you hit send

- Final pay timing meets the deadline for the employee's state.
- COBRA or state continuation and unemployment information are included where required.
- IT access removal is timed with the conversation, not before it.
- Nothing in the message explains or argues the reasons for an involuntary departure.
- The departing employee knows who to contact after their last day.

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