

# 4 Offboarding Checklist Email Template

## Farewell Announcement Email Template

Subject: Farewell Announcement for [Employee's Name]

Dear [Team/Department Name],

I hope this message finds you well. I am writing to let you know that [Employee's Name] will be leaving [Company Name] on [Last Working Day].

[Employee's Name] has been an important part of our team, contributing to [mention any specific projects, achievements, or qualities]. We are grateful for their hard work and dedication.

Please join us in wishing [Employee's Name] all the best in their future endeavors. Feel free to drop by their desk or send them a message to say goodbye.

Thank you for your attention.

Best regards,

[Your Name] [Your Position] [Company Name]

## Exit Interview Invitation Email Template

Subject: Invitation to Exit Interview - [Employee Name]

Hi [Employee Name],

As you prepare for your departure from [Company Name] on [Last Day of Employment], we would greatly appreciate the opportunity to conduct an exit interview with you.

Your feedback is important to us. It helps us understand your experience at [Company Name] and identify areas where we can improve. This interview is a chance for you to share your thoughts on your role, team, the company culture, and anything else you feel is relevant.

The interview will be conducted by [Interviewer Name] on [Date] at [Time] in [Location/Platform - e.g., Conference Room A/Google Meet]. It will last approximately [Duration - e.g., 30-60 minutes].

Of course, participation is entirely voluntary. If you are willing to participate, please confirm your availability by replying to this email by [Response Deadline]. If the proposed time doesn't work for you, please suggest alternative times that fit your schedule.

We understand that you're busy preparing for your next adventure, and we appreciate you considering this request.

We wish you all the best in your future endeavors!

Sincerely,

[Your Name/HR Department] [Company Name]

## Final Pay and Benefits Email Template

Subject: Your Final Paycheck and Benefits Information - [Company Name]

Hi [Employee Name],

As you prepare for your last day on [Date], we want to provide you with some important information regarding your final paycheck and benefits.

### Final Paycheck:

- Your final paycheck will be issued on [Date of Paycheck] and will include payment for all hours worked through your last day, [Date].
- It will be delivered via [Delivery Method - e.g., direct deposit to your usual account, physical check mailed to your address on file].
- The gross amount will be [Dollar Amount], with deductions for [List Deductions - e.g., taxes, 401k contributions, etc.].
- You can access your final paystub through [Platform - e.g., ADP, company intranet] on [Date Paystub Available].

### Benefits Information:

- **Health Insurance:** Your health insurance coverage will continue through [Date]. You will receive information from [Insurance Provider] regarding COBRA options if you wish to continue your coverage.
- **Dental & Vision Insurance:** Similar to health insurance, your dental and vision coverage will end on [Date]. COBRA information will also be provided for these benefits.
- **401(k):** Information regarding your 401(k) plan and options for rolling over or managing your account will be sent to you by [Plan Administrator/Company Contact] within [Number] weeks.
- **Stock Options (if applicable):** Please refer to your stock option agreement for details on vesting and exercise timelines. [Company Contact] can answer any specific questions you have.

### Other Important Items:

- Please return all company property, including laptops, mobile phones, and access badges, to [Location/Contact Person] by [Date].
- Your employee access to company systems will be deactivated on [Date].

We wish you the best in your future endeavors! Please don't hesitate to reach out to [HR Contact] at [Email Address] or [Phone Number] if you have any questions.

Sincerely,

The [Company Name] Team

## Access Termination Email Template

Subject: Access Termination for [Employee Name] - [Employee ID]

Hi Team,

This email is to inform you that [Employee Name], [Employee ID], will be leaving Adaface on [Last Day of Employment].

Kindly revoke their access to the following systems by the end of their last day, [Last Day of Employment]:

- Email Account: [Employee Email Address]
- Company Network: [Network Details]
- Software Licenses: [List Specific Software]
- Internal Tools: [List Internal Tools]
- Any other relevant systems or platforms.

Once access has been terminated, please confirm by replying to this email.

If you have any questions or require further information, please don't hesitate to reach out. Let's ensure a smooth and secure offboarding process for [Employee Name].

Thanks,