

Offboarding email template

Save time on HR admin

Try Charlie for free

Hi [name],

It has been an absolute pleasure working with you and it will be sad to see you go. This email will outline what the next few weeks will look like for you, if you have any further questions please do ask me or [manager] anytime. Your confirmed last day with us is [date], and we will update this with payroll.

What will happen now?

Holidays:

- If you have any upcoming holiday for dates that are past your leaving date, please cancel these in [your time off platform].
- Your holiday will be pro-rated from the beginning of our holiday year on [date], to your leaving date.
- If you have taken more holidays than the allocated amount, this will be taken out of your final pay check. If you have taken less, these will be added to your final pay.

Two weeks out:

- Your offboarding checklist will be assigned to you soon. Please work through these activities over the next two weeks.
- Your manager will reach out to you to arrange your handover documentation and knowledge transfer.
- Your manager will also check in to see if you would like to have leaving drinks or similar arranged. [Mention if this will be paid for or not].

Last week:

- I will be in touch to arrange your exit interview. You can choose whether this will happen with me, your line manager or a member of the Leadership Team.
- We will reach out to arrange the return of any company laptops and equipment.

Last day:

- If you would like to send around an email saying goodbye and including any contact details, now is a great time to do so.

After finishing:

- You will receive your final pay at the end of the month you finish with us, and this will include any adjustment for holidays.
- You will receive your P45 form.

Thank you so much for your time at [company name]. If you have any questions about this, or any of the above, please just let me know.

Best,
[name]

Looking to streamline your onboarding and offboarding processes?
Cut down on your workload with Charlie's automated onboarding platform.

Start a free trial

charlie.