

Exit Plan Communication

Date: [Insert Date]

Dear [Stakeholder's Name],

We hope this message finds you well. We are writing to inform you of our planned exit from [Project Name/Company Name] and the steps we are taking to ensure a smooth transition.

Overview of Exit Plan

As we move forward with our exit strategy, please find the key elements of our plan:

- Effective Date of Exit: [Insert Date]
- Transition Responsibilities: [Outline Responsibilities]
- Final Deliverables: [List Deliverables]

Stakeholder Responsibilities

We kindly ask for your cooperation in the following areas:

- [Detail Responsibilities for Stakeholders]
- [Additional Tasks or Requests]

Next Steps

We will be scheduling a meeting on [Insert Date] to discuss this plan in detail and address any questions you may have.

Thank you for your understanding and support. We are committed to ensuring a seamless transition for all involved.

Sincerely,

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