

Exit Plan Communication

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Exit Plan Communication

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally communicate my exit plan as I prepare to transition from my role at [Company Name]. My last working day will be [Insert Last Working Day].

In the next few weeks, I will ensure a smooth transition by completing the following:

- Finalizing all ongoing projects
- Conducting knowledge transfer sessions with team members
- Documenting procedures and resources for future reference

Please let me know a convenient time for us to discuss my departure in further detail and answer any questions you may have regarding the transition process.

Thank you for the support and opportunities I have received during my time at [Company Name]. I look forward to staying in touch.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]