

<Email: RESDLNMCAllCollege@nmhs.org >

(Greeting…)

I would like to let you know that <First & Last Name> from the department <Department Name> will be leaving the College and the last day will be <date>.

If appropriate: <First Name> has accepted a position with <new organization> and …..

<First Name> has been a valued part of Nebraska Methodist College and we thank <him/her> for <his/her> service and contributions. <Feel free to give some examples of contribution>

We also wish <First Name> well on <his/her> journey forward and encourage all faculty and staff to do the same.

