Note: This document is “view only”. Please create a copy of this document and save it to your drive.

**Template- Offboarding Team Member- Systems Vault**

Hi FIRST NAME,

As we reach the successful completion of our work together (for now!), we want to take a moment to thank you.

Thank you for the gift of your amazing talents

Thank you for your time and dedication

Thank you for making a difference here

No words can truly capture the enormous impact of your contribution to our mission, vision, and culture. From all of us - We wish you continued fulfillment on your highest path ahead! Don’t hesitate to reach out and share your future successes, because we know there will many, and we love hearing when our friends are kicking ass!

A quick note on some final details. Your official ‘off-boarding’ from our internal systems is now complete. I also offer a gentle reminder to honor the provisions you agreed to when you commenced work with us that last beyond your time with us. I appreciate your integrity in advance and to make this graceful and convenient for you, I have included a non-exhaustive summary of those provisions below. If you have any questions for me regarding these details, just let me know!

**Please remember to keep the following confidential:**

* Content ideas
* Writings, drawings, models
* Processes, procedures, methods
* Business activities, finances and strategies
* Intellectual property, marketing, research, client lists

**Please promptly return:**

* All originals and copies of all or any part of any information provided to you during your engagement

Please confirm that you have received and read this email and understand the content and obligations contained herein.

My thanks and best wishes for your highest success and prosperity moving forward!!

Wishing you all the best,

YOUR NAME