



Offboarding Email Templates

Contents:

- [Email A: Promote the benefits wrap-up page](#)
- [Email B: For employees leaving the organization involuntarily](#)
- [Email C: For employees leaving the organization voluntarily](#)

EMAIL A: Promote the Benefits wrap-up page

Subject line: Your benefits wrap-up

Preheader: Here to help you find answers to your questions

Body:

Hi **First_Name**,

As you transition out of your role, you may have questions about what this means for the benefits you got through **Company_Name**.

To help you navigate these changes, we want to share some resources that will help you wrap up any benefits you had through **Company_Name**. So, here's a guide that will point you toward helpful resources for things like maintaining medical coverage, planning for retirement, or whatever's next for you.

[Read the guide](#)

If you have any questions, please contact benefitsteam@companyname.com directly.

Best,

Company_Name Benefits Team

EMAIL B: For employees leaving the organization involuntarily

Subject line: How to handle your benefits

Preheader: A guide to help you with what's next

Body:

Hi **First_Name**,

As you transition out of your role, you may have questions about what this means for the benefits you got through **Company_Name**.

To help you navigate what's next, check out this guide, which can help you handle:

- COBRA and health insurance coverage
- Your HSA or FSA accounts through **Provider_Name**
- Your retirement account through **Provider_Name**
- And more

[Read the guide](#)

Remember: If your mailing address changes before next tax season, be sure to update your contact information in **BenAdminName** and share this change with **First_Name Last_Name** at **email address** to ensure you'll receive your tax documents.

Thank you,

Company_Name Benefits Team

EMAIL C: For employees leaving the organization voluntarily

Subject line: How to handle your benefits

Preheader: A guide to help you with what's next

Body:

Hi **First_Name**,

As you transition out of your role, you may have questions about what this means for the benefits you got through **Company_Name**.

To help answer these questions and point you toward reliable resources, check out this guide.

[Read the guide](#)

If you have any questions, please contact **benefitsteam@companyname.com** directly.

All best,

Company_Name Benefits Team