

## **{Employee} Resigns from {Company}**

{City, Date} - {Company} announced today that {Name} has officially resigned from {his/her} {number}-year post as {Title}, effective {date}.

{Name} has been acting {Position} for the last {number} years, and in that time has {description of actions, changes, direction, etc.}

In {his/her} statement, {Name} explained {reason for resignation, future plans, feelings about leaving, etc.}   
  
{Company} is currently interviewing candidates to fill {Name's} position once {he/she} has departed. In the meantime, {Name} has stepped in to serve as {Title} until a suitable replacement can be found.

* Give more information about the Substitute's experience and accomplishments.
* Add any further details that the audience might find relevant—where the Company is headed, etc.

{Quote from the CEO/direct superior about the change}.

- Person being quoted: name, surname, position

{Boilerplate about your company}.

Contact Information: {Contact person and his/her info}



**Name**

Position at Company

[name@email.com](mailto:event@email.com)  
Social media handles