



Resignation Press Release Template

Use this press release template whenever you need to inform the public that an employee has resigned from their post, that a substitute has taken his place and that a replacement is being sought. It is perfect for companies with high-profile positions or who are looking to interview. Let's go: ↓

{City, State, Date}

{FOR IMMEDIATE RELEASE}

Headline: {Employee} Resigns as {Title} at {Company}

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

In {his/her} statement, {Name} explained {reason for resignation, future plans, feelings about leaving, thoughts on Company's direction etc.}

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

The Board of Directors at {Company} is currently interviewing candidates to fill {Name's} position once {he/she} has departed. In the interim period, {Name} has stepped in to serve as {Title} until a suitable replacement can be found. {Summary of Substitute's experience and accomplishments.}



Name & Surname

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{Quotation from Board member about the change and where the Company is headed.}

{Name and Surname of the person being quoted}

{For further information:}



Name

Position
Company

email@email.com
Phone

Twitter: [Twitter](#)

Facebook: [Facebook](#)

Linkedin: [Linkedin](#)

{Boilerplate about Company, its history and the goods/services it offers.}

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