**Use this handy fill-in-the blank template the next time   
one of your execs gets kicked to the curb!**

Team,

Over the [past few months / this fiscal year / good god, seems like an eternity] we have been building the foundation for [company name’s] new era. I simply couldn't be more [proud / thrilled / abjectly disappointed] at the effort you have all collectively put in to get us to where we find ourselves today.

As we continue our [transformation / era of great change / luge ride to hell], I must inform you that [executive name] has decided to leave the company in order to pursue [other opportunities / a better gig at a more stable company / a European thigh model].

[Executive] joined our company as [an ambitious intern / a Board member’s in-law / an entitled d-bag with an embellished rèsumé] and has contributed to the company in myriad ways. I am [grateful for/ slightly confused about / sorry to be forever batting down lawsuits regarding] the work that [executive] delivered at this company.

Effective immediately, [current executive name] will be [assuming the departing exec’s responsibilities / helping me figure out what the hell to do now / fetching me a scone and a latte].

We are now facing a time of [opportunity / ambiguity / unmitigated disaster].

Thank you for all you do, and please join me in wishing [departing executive] [all the best in his future endeavors / continued success (as long as it’s not with a competitor) / a lifetime of despair].

Thank you,

CEO