

# Staff Offboarding Communication Plan



CHRIST FELLOWSHIP  
Staff

Staff Member Offboarding: \_\_\_\_\_

Last Day: \_\_\_\_\_

## Timeline:

Announcement to the campus and/or central team: \_\_\_\_\_

Announcement to other staff team: \_\_\_\_\_

Announcement to all staff: \_\_\_\_\_

Announcement to volunteers: \_\_\_\_\_

Church Announcement (If needed): \_\_\_\_\_

Farewell Celebration: \_\_\_\_\_