DATE

#BraveNation

On behalf of the DIVISION, join me in extending our congratulations to [ Insert NAME, TITLE] on his/her newest opportunity as the [ Insert TITLE at EMPLOYER], located in [ Insert CITY/STATE].

NAME, [ Insert short value statement to UNCP].

UNC Pembroke Brave family wishes [ Insert NAME] all the best on the next venture in his/her life.

Please direct any university communications/correspondences to [Insert Replacement Employee’s Name], assuming this role and you may reach [ Insert NAME] at email/extension info.

Best regards,

VC name