

EMAIL TOPIC/PURPOSE:	Announce Fran [REDACTED] retirement
ANTICIPATED SEND DATE:	
BCC (target group):	
FROM (sender):	Amy Miller
SUBJECT LINE:	Announcing Fran's Retirement: Celebrating a Remarkable Career

** The text beneath the header is on a table with invisible borders that will fit to any screen size. Please copy the entire table to the email body upon send out.*

EMAIL TEXT/BODY:

=====BEGIN COPY=====



Hi RoadSafetyBC team!

It is with a mix of gratitude and heartfelt admiration that I announce the upcoming retirement of our esteemed colleague, Frances [REDACTED], Deputy Superintendent of Motor Vehicles, at the end of this year. Fran's exceptional career with the BC Public Service has been marked by unwavering dedication, profound expertise, and a commitment to excellence that has significantly shaped our branch.

Fran's contributions to RoadSafetyBC are innumerable. Her extensive knowledge and guidance have been invaluable, especially to me when I first stepped into my role. She has consistently exemplified the values and spirit of RoadSafetyBC, representing us with distinction at conferences and through her active participation in various associations, and her professionalism and warmth have not only made her a cherished member of our team but a respected figure in our industry.

As Fran embarks on this new chapter of her life, we wish her the very best. She will now have more time to pursue her passion for hiking adventures, which we know she is very excited about. While we will miss her presence, we are thrilled for her as she begins this well-deserved retirement.

To ensure a smooth transition, Fran will be part of the recruitment process for her successor, with the aim of having the new person in place by fall. This will allow for ample crossover and knowledge transfer, maintaining the continuity and high standards of excellence Fran has established.

Please join us in celebrating Fran's incredible career at our all-staff in-person gathering in November. This will be a special opportunity to honor her achievements, share memories, and wish her well as she steps into this exciting new phase of life.

RSBC-ADM Executive Update: Email Template

Thank you, Fran, for everything you have given to RoadSafetyBC. Your legacy will continue to inspire us all.

Sincerely,

Amy Miller
Assistant Deputy Minister <<CONFIRM SIGNATURE BLOCK>>
RoadSafetyBC

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APPROVALS:

Reviewed by	Name	Reviewed for	Date approved
ADM	Amy Miller	Approval, alignment, errors	
ADMO	Dana [REDACTED]	Style, tone, consistency, grammar, links, errors	
Executive Director			
RSBC Business Area		Style, tone, consistency, grammar, links, errors	

Remember:

- Use the **BCC line** (not the *To* line).
- Send from the represented executive's inbox, not *on behalf of* the signatory.
- Please fit the message onto one page.
- Copy and paste (or draft) the message onto this template. (Calibri, Size 12, Single spaced)