Welcome to [Company]'s Alumni Program

Dear [Name]

We are sorry that you have left [Company]; however, we are so pleased that you have decided to join the Alumni Program. This program assists ex-employees of [Company] to stay in touch with each other and the business for networking opportunities, social purposes, referrals and knowledge sharing. It would be of great benefit to you to connect with the Company Alumni Group on LinkedIn (Look for us under [LinkedIn Name’]).

As a member of this community you will receive the following:

* Quarterly Alumni Newsletter
* Connections via [Company] Alumni Group on LinkedIn
* A forum to source information and ask questions
* Annual social events to reconnect with your friends and ex-colleagues

Industry specific information and updates

If you have any questions about the Program please contact [Name], [Email Address] and [Phone Number].

I would like to take this opportunity to again wish you every success in your future endeavours.

Kind regards,

[Name]   
[Title]