Rozlúčka kolegom / príprava správy

Osobný odkaz odchádzajúceho človeka. Nie pracovnoprávny dokument.

Skutoční adresáti a tón

Potvrdený posledný deň / interný presun

Predmet správy

Jedno pravdivé poďakovanie

Čo patrí do samostatného pracovného odovzdania

Voliteľný vlastný kontakt / alebo bez kontaktu

Meno, rod a podpis



100 mm / 100 %

Kontrola / pred vlastným odoslaním

Tento PDF neodosiela správu a nemení prístupy k pracovným dokumentom.

1. Adresátov som vybral podľa skutočnej spolupráce.
2. Dátum a pomenovanie zmeny sú potvrdené.
3. Všetky hranaté zátvorky som nahradil alebo vypustil.
4. Každé osobné poďakovanie zodpovedá mojej skúsenosti.
5. Vety o odovzdaní práce zodpovedajú skutočnej dohode.
6. Nepridávam heslá, kódy, klientské údaje ani interné prílohy.
7. Vlastný kontakt uvádzam len z vlastnej vôle danému okruhu.
8. Odkazy a priložené súbory som skutočne otvoril.
9. Text sa dá čítať aj na menšej obrazovke.
10. Oslovenie, rod, meno a podpis sú jednotné.

Vlastné texty a súbory drevenefotografie.sk, 2026, s pomocou AI. Bezplatné osobné, školské aj komerčné fyzické použitie, úpravy a výroba sú povolené. Samostatný predaj digitálnych súborov alebo mierne upravených digitálnych kópií je zakázaný. Cudzie doplnené fotografie a logá majú vlastné práva.



100 mm / 100 %

Vzor 24 / pokojné uzatvorenie etapy

Nahradiť dátum, meno a všetko, čo nezodpovedá vlastnej skutočnej situácii.

> Vážené kolegyne, vážení kolegovia, môj posledný pracovný deň v našom tíme bude [dátum]. Touto správou sa s Vami chcem osobne rozlúčiť a poďakovať Vám za spoluprácu. Každá pracovná etapa prináša skúsenosti, ku ktorým sa človek neskôr vracia; ja si chcem odniesť najmä poznanie rôznych spôsobov práce a príležitostí hľadať spoločné riešenia. Prajem Vám dobré pokračovanie úloh a veľa osobnej spokojnosti. Na túto rozlúčku nemusíte odpovedať, prijmite ju ako moje poďakovanie a pozdrav. S úctou [meno]

Vyberte iba pravdivý význam. Ide o pôvodný redakčný vzor, nie správu skutočného zamestnanca. Osobná rozlúčka nenahrádza formálne pracovné oznámenie ani odovzdanie agendy.

Tlačte A4, jednu stranu na hárok, 100 % / Skutočná veľkosť. Kontrolná čiara musí mať 100 mm. Úplná licencia písma DejaVu je na nasledujúcich stranách a v FONT-LICENSE.txt. Digitálne overenie nie je fyzický test vašej tlačiarne.



100 mm / 100 %

DejaVu / licencia písma

Úplné samostatné licenčné oznámenie

Fonts are (c) Bitstream (see below). DejaVu changes are in public domain. Glyphs imported from Arev fonts are (c) Tavmjong Bah (see below)

Bitstream Vera Fonts Copyright ----------

Copyright (c) 2003 by Bitstream, Inc. All Rights Reserved. Bitstream Vera is a trademark of Bitstream, Inc.

Permission is hereby granted, free of charge, to any person obtaining a copy of the fonts accompanying this license ("Fonts") and associated documentation files (the "Font Software"), to reproduce and distribute the Font Software, including without limitation the rights to use, copy, merge, publish, distribute, and/or sell copies of the Font Software, and to permit persons to whom the Font Software is furnished to do so, subject to the following conditions:

The above copyright and trademark notices and this permission notice shall be included in all copies of one or more of the Font Software typefaces.

The Font Software may be modified, altered, or added to, and in particular the designs of glyphs or characters in the Fonts may be modified and additional glyphs or characters may be added to the Fonts, only if the fonts are renamed to names not containing either the words "Bitstream" or the word "Vera".

This License becomes null and void to the extent applicable to Fonts or Font Software that has been modified and is distributed under the "Bitstream Vera" names.

The Font Software may be sold as part of a larger software package but no copy of one or more of the Font Software typefaces may be sold by itself.

THE FONT SOFTWARE IS PROVIDED "AS IS", WITHOUT WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE AND NONINFRINGEMENT OF COPYRIGHT, PATENT, TRADEMARK, OR OTHER RIGHT. IN NO EVENT SHALL BITSTREAM OR THE GNOME FOUNDATION BE LIABLE FOR ANY CLAIM, DAMAGES OR OTHER LIABILITY, INCLUDING ANY GENERAL, SPECIAL, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHETHER IN AN ACTION OF CONTRACT, TORT OR OTHERWISE, ARISING FROM, OUT OF THE USE OR INABILITY TO USE THE FONT SOFTWARE OR FROM OTHER DEALINGS IN THE FONT SOFTWARE.

Except as contained in this notice, the names of Gnome, the Gnome Foundation, and Bitstream Inc., shall not be used in advertising or otherwise to promote the sale, use or other dealings in this Font Software without prior written authorization from the Gnome Foundation or Bitstream Inc., respectively. For further information, contact: fonts at gnome dot org.

Arev Fonts Copyright ----------

Copyright (c) 2006 by Tavmjong Bah. All Rights Reserved.

Permission is hereby granted, free of charge, to any person obtaining a copy of the fonts accompanying this license ("Fonts") and associated documentation files (the "Font Software"), to reproduce and distribute the modifications to the Bitstream Vera Font Software, including without limitation the rights to use, copy, merge, publish, distribute, and/or

DejaVu / licencia písma

Úplné samostatné licenčné oznámenie

sell copies of the Font Software, and to permit persons to whom the Font Software is furnished to do so, subject to the following conditions:

The above copyright and trademark notices and this permission notice shall be included in all copies of one or more of the Font Software typefaces.

The Font Software may be modified, altered, or added to, and in particular the designs of glyphs or characters in the Fonts may be modified and additional glyphs or characters may be added to the Fonts, only if the fonts are renamed to names not containing either the words "Tavmjong Bah" or the word "Arev".

This License becomes null and void to the extent applicable to Fonts or Font Software that has been modified and is distributed under the "Tavmjong Bah Arev" names.

The Font Software may be sold as part of a larger software package but no copy of one or more of the Font Software typefaces may be sold by itself.

THE FONT SOFTWARE IS PROVIDED "AS IS", WITHOUT WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE AND NONINFRINGEMENT OF COPYRIGHT, PATENT, TRADEMARK, OR OTHER RIGHT. IN NO EVENT SHALL TAVMJONG BAH BE LIABLE FOR ANY CLAIM, DAMAGES OR OTHER LIABILITY, INCLUDING ANY GENERAL, SPECIAL, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHETHER IN AN ACTION OF CONTRACT, TORT OR OTHERWISE, ARISING FROM, OUT OF THE USE OR INABILITY TO USE THE FONT SOFTWARE OR FROM OTHER DEALINGS IN THE FONT SOFTWARE.

Except as contained in this notice, the name of Tavmjong Bah shall not be used in advertising or otherwise to promote the sale, use or other dealings in this Font Software without prior written authorization from Tavmjong Bah. For further information, contact: tavmjong @ free . fr.

TeX Gyre DJV Math ---------- Fonts are (c) Bitstream (see below). DejaVu changes are in public domain.

Math extensions done by B. Jackowski, P. Strzelczyk and P. Pianowski (on behalf of TeX users groups) are in public domain.

Letters imported from Euler Fraktur from AMSfonts are (c) American Mathematical Society (see below). Bitstream Vera Fonts Copyright Copyright (c) 2003 by Bitstream, Inc. All Rights Reserved. Bitstream Vera is a trademark of Bitstream, Inc.

Permission is hereby granted, free of charge, to any person obtaining a copy of the fonts accompanying this license (“Fonts”) and associated documentation files (the “Font Software”), to reproduce and distribute the Font Software, including without limitation the rights to use, copy, merge, publish, distribute, and/or sell copies of the Font Software, and to permit persons to whom the Font Software is furnished to do so, subject to the following conditions:

The above copyright and trademark notices and this permission notice shall be included in all copies of one or more of the Font Software typefaces.

The Font Software may be modified, altered, or added to, and in particular the designs of glyphs or characters in the

DejaVu / licencia písma

Úplné samostatné licenčné oznámenie

Fonts may be modified and additional glyphs or characters may be added to the Fonts, only if the fonts are renamed to names not containing either the words “Bitstream” or the word “Vera”.

This License becomes null and void to the extent applicable to Fonts or Font Software that has been modified and is distributed under the “Bitstream Vera” names.

The Font Software may be sold as part of a larger software package but no copy of one or more of the Font Software typefaces may be sold by itself.

THE FONT SOFTWARE IS PROVIDED “AS IS”, WITHOUT WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE AND NONINFRINGEMENT OF COPYRIGHT, PATENT, TRADEMARK, OR OTHER RIGHT. IN NO EVENT SHALL BITSTREAM OR THE GNOME FOUNDATION BE LIABLE FOR ANY CLAIM, DAMAGES OR OTHER LIABILITY, INCLUDING ANY GENERAL, SPECIAL, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHETHER IN AN ACTION OF CONTRACT, TORT OR OTHERWISE, ARISING FROM, OUT OF THE USE OR INABILITY TO USE THE FONT SOFTWARE OR FROM OTHER DEALINGS IN THE FONT SOFTWARE. Except as contained in this notice, the names of GNOME, the GNOME Foundation, and Bitstream Inc., shall not be used in advertising or otherwise to promote the sale, use or other dealings in this Font Software without prior written authorization from the GNOME Foundation or Bitstream Inc., respectively. For further information, contact: fonts at gnome dot org.

AMSFonts (v. 2.2) copyright

The PostScript Type 1 implementation of the AMSFonts produced by and previously distributed by Blue Sky Research and Y&Y, Inc. are now freely available for general use. This has been accomplished through the cooperation of a consortium of scientific publishers with Blue Sky Research and Y&Y. Members of this consortium include:

Elsevier Science IBM Corporation Society for Industrial and Applied Mathematics (SIAM) Springer-Verlag American Mathematical Society (AMS)

In order to assure the authenticity of these fonts, copyright will be held by the American Mathematical Society. This is not meant to restrict in any way the legitimate use of the fonts, such as (but not limited to) electronic distribution of documents containing these fonts, inclusion of these fonts into other public domain or commercial font collections or computer applications, use of the outline data to create derivative fonts and/or faces, etc. However, the AMS does require that the AMS copyright notice be removed from any derivative versions of the fonts which have been altered in any way. In addition, to ensure the fidelity of TeX documents using Computer Modern fonts, Professor Donald Knuth, creator of the Computer Modern faces, has requested that any alterations which yield different font metrics be given a different name.

Id