

Here's the coming out letter I emailed to my co-workers, in case someone find it useful. Feel free to copy from either, since mine were in part based on stuff copied from other excellent examples.

My HR director suggested I handle coming out as trans similar to how one would handle it is she needed to announce that she was pregnant and about to take maternity leave, i.e. this is something to celebrate.

So the email is intentionally relatively short, positive (i.e. no defenses about being trans or a litany of the struggles to reach the decision transition), and covered the essentials around what name/pronouns to use. I also explicitly asked for people's support going forward.

The separate FAQ took a similar "light touch" tone, but got deeper into the likely questions people had. Although it too was intentionally brief. The FAQ was intentionally designed to start with Trans 101 in less than 10 bullet points, with an additional six bullet points about how to interact with trans people. Even if people stopped reading there, the basics were covered. The second part gave a bit deep explanation of each point, and the whole thing was kept to 5 pages, including a half-page of link to additional info in case someone wanted to learn more.

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Subject line: Ch-ch-ch-ch-Changes

Hi everyone,

I'm excited to share news about an upcoming life change that's essentially personal, but will also result in some changes at work.

As some of you are already aware of, I'm transgender and have been living as a woman outside of work for some time; and now it's time for me to transition to living full-time as the woman I am. This is obviously not a decision I made lightly, but it's one I'm looking forward to.

Outside of work I am known as Marla, and I'm changing it to be my legal name. I'm also changing my legal gender, i.e. my drivers' license and passport will list me as female.

At work, senior management and Human Resources have been extremely supportive and are making arrangements to change my name and gender in all company records.

Starting at the beginning of January, I'll be taking some time off for renovations, and plan to return to work as a woman after [date]. (although it's possible I might do so before the end of this year). I'm excited to be able to take this step toward personal

wholeness while staying at a job I have found personally and professionally rewarding for the past 10+ years.

This change won't affect my ability to do my job. In fact, I'll be far less distracted. Preparing for a gender transition is a bit like simultaneously planning your wedding and for the arrival of your first-born child — and running a marathon every day. (I'm only half-joking.)

I realize you may have questions, so I've put together a quick FAQ (see attached) that answers many of the common ones. You're also more than welcome to talk to either me or [HR Director's Name] in HR. The same holds true for other folks, since I'm sure word will spread informally, and I'll leave a stack of the FAQs at my desktop for anyone else who wants them.

This is obviously a big life change, and I'd appreciate your support going forward. When I begin coming to work as a woman, I ask that you call me by my (new to you) name, Marla, and use female pronouns — “she” and “her” — when referring to me.

However, if people want to do so earlier (i.e. during the next three weeks, when I'll still be coming to work looking like a man), they're perfectly free to do so, and I'd welcome that. But I recognize that this might be a bit confusing for some people, especially if they haven't heard yet the news, so I'm also OK with people continuing to refer to me as [Male Name] (and “he”) in the interim.

I realize this may take a little getting used to. However, just as you learn to refer to someone by their new last name after they get married, I'm confident that you'll quickly adjust to using the appropriate name and pronouns. Think of it as Me 2.0.

Marla (née [Male Name])