



Termination Script

1. The Notification

In the notification meeting, we suggest getting to the point quickly. The goal is to deliver the news to a colleague succinctly, with empathy, and in a manner that allows the employee to retain their dignity. Be honest and straightforward when discussing the reasons for termination. Avoid getting into personal attacks or blaming the employee for their behavior. Stick to the facts and discuss specific instances of the behavior(s) that have led to the decision to terminate. Remember to speak slowly and calmly.

Manager: Hi **[EMPLOYEES NAME]**. Thank you for meeting with us today.

Manager: I've called this meeting because I must, unfortunately, talk to you about some issues that have been raised regarding your performance. We have noticed that there have been several instances of **[specific behavior]** that have negatively impacted the productivity of the team. We have tried to address these issues with you in the past, but unfortunately, we have not seen any improvement. This means as of this conversation, unfortunately, you are no longer employed with Innowave Marketing. Human Resources will work with you to complete your transition and will be emailing you your official Notice of Termination.

Manager: This was a difficult decision to make but unfortunately, these issues have had a significant impact on the team's productivity and morale, and we cannot continue to allow it to persist. As a business, we must ensure that we are providing the best service to our clients and customers, and we cannot risk the reputation of our company by allowing these issues to persist within the company and it is a final decision.

Manager: Do you have any questions?

The employee will usually lead the conversation at this point. Answer questions directly, honestly, and appropriately.

2. Questions & Objections

Here are the most common:

WHY ME/WHY AM I BEING LET GO? What to say:

Manager: I know this is difficult news, and as I mentioned, this decision was made after a long and careful review of your performance. Unfortunately, after bringing these issues to you there have been no improvements.

WHEN DO I RECEIVE MY LAST CHECK/WHEN DO MY BENEFITS END/DO I GET SEVERANCE PAY? What to say:

Manager: Those details are provided by Human Resources. Please anticipate an email to your personal email address with this information.

Pause for a few seconds, then give one final chance for questions or clarifications before moving towards the conclusion of the meeting.

Manager: Is everything I've said clear to you?

Address any additional questions that arise, and if there are none, move on.

3. Housekeeping Matters

Manager: IT will work with Acumen on the return of your company equipment. You will be sent shipping labels for the return of your office equipment. This includes your laptop, (Only if the employee has not been with IMG for a



year - monitor, printer, hub, keyboard, and mouse). Do you still have the boxes for these to be shipped in? If you do not have the original shipping boxes, you will need to wrap the equipment in cushioning or bubble wrap.

4. Closing the Meeting

Manager: *I understand that this is a lot of news to take in Thank you for taking the time to meet with me today, **[employee's name]**. We appreciate the contributions that you have made to our company and wish you all the best in your future endeavors. If you have any further questions, please contact Human Resources.*