**Termination Script**

Employee

Employee Name: Term Date:

Position: Manager:

Pre meeting

Review the termination explanation, who will be present, what will be said and who will handle each part.

Termination

Bring the employee in a private meeting room. State a short explanation of the reason for the termination.

Details / Questions

Provide employee with a chance to comment or ask questions.

Paperwork

Not all items listed will apply to all employees. Provide the appropriate paperwork along with an explanation.

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| --- | --- |
| Final Checks with vacation / PTO | Notice of change in relationship form |
| Unemployment Insurance/ State disability Pamphlet | Severance agreement and explanation |
| COBRA / Health insurance paperwork | Expense reimbursements |
| 401k or retirement paperwork | Other |
| Items to be returned by employee:   * building keys / access card laptop / printer * cell phone credit card * tools / uniform company vehicle * other | |

Close meeting

* Let the employee know any procedures for retrieving personal items
* Thank the employee and wish them luck.
* If required, escort the employee out of the building
* Exit Interview (If applicable). Depending on the reason for termination, this may not apply.