**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
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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.