



Downsizing with Dignity: Notification Script

When terminating an employee, having a well-prepared script is crucial for ensuring a smooth and professional process. A script serves as a guide, helping the employer convey the necessary information clearly, consistently, and with empathy. Additionally, a script can help maintain objectivity and prevent inadvertent comments that could lead to potential legal issues.

By following a predetermined script, the employer can communicate the decision in a respectful and lawful manner, mitigating the risk of misunderstandings or emotional outbursts that could escalate the situation. Ultimately, a well-crafted script promotes transparency, fairness, and a sense of professionalism during this sensitive and often challenging task.

Notification Script for a Layoff

Thank you for meeting with me today, [Employee Name]. I've asked to speak with you because the company has had to make some very difficult decisions due to [explain reason for layoffs briefly, e.g. downturn in business, restructuring, etc.].

Unfortunately, this means we have to eliminate a number of positions, including your role. This is not a reflection on your performance. You have been a valued member of the team. However, we have to make these tough choices in order to put the company in the best position moving forward during these challenging circumstances.

I know this news comes as a disappointment and shock. Layoffs are never easy, but they are sometimes necessary for the health of the business. Per company policy, you will receive [detail severance package, benefits, etc.]. [HR Rep Name] will be in touch to explain all the details and next steps.

Please know that I truly value the contributions you've made here. You have accomplished a great deal and been an asset to the team. I hope you understand this very difficult decision was strictly driven by the business situation and not a reflection on you or your work ethic.

Do you have any other questions for me at this time? I'm happy to try and address any concerns. Again, thank you for your dedicated service here. This was not an easy decision, but one I had to make for the greater good of the organization. I wish you all the best in your future endeavors.

Notification Script for a Termination due to Performance

Thank you for coming in today, [Employee Name]. I've asked to meet with you because I have some difficult news to share. After carefully evaluating your performance over the past few months, we have decided to terminate your employment with the company effective immediately.

This decision was not made lightly. However, your work has fallen short of the standards and expectations we have for employees in your role. Specifically, [provide 2-3 concrete examples of performance issues, being as objective as possible].

I understand this news may come as a disappointment. Terminating an employee is always a difficult decision. However, we have to make decisions that are in the best interest of the company and our customers.

Per your employment agreement, you will receive [detail severance pay, benefits, etc. per company policy]. [HR Rep Name] will follow up with you regarding any other logistics and paperwork.

Do you have any other questions for me at this time? Again, I'm sorry we've arrived at this outcome, but I felt it was necessary to make this change. Thank you for your time with our company, and I wish you the best in your future endeavors.



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