

# Serving out a Termination Letter-the HR Manager's Task

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Deciding on terminating an employee may be easy but serving out a termination letter is something probably every HR person dreads doing. Termination is one of the unpleasant realities of running a business and if an employee's performance is not up to the mark or if an employee's skill sets are incompatible with the requirements or if the employee is a threat to the business in any other way, it can become necessary for the business to terminate.

The HR manager's task in the entire termination process is of great importance.

Prior to termination, the reason for termination need to be determined. Is the reason good enough for termination? Can things be changed via training or counseling or in any other manner while retaining the employee? Can this become a wrongful termination and lead to lawsuits? These are some of the points that must be addressed.

The HR manager needs to prepare well and plan carefully before breaking the news to the employee. This will help in avoiding misunderstanding or anger. The HR person needs to ensure there is appropriate documentation to prove that the termination was called for. Some of the documents could be performance appraisals, salary information, written warnings and any other correspondence to the employee about the job performance.

The employee benefits information such as severance package, the additional working days allowed, medical coverage, and any other termination benefits information or the required forms or paper work must be ready before beginning the termination process. During the meeting, the HR manager needs to explain the reason for termination, the termination benefits and collect the items such as ID cards, access cards, passwords, access codes and reconfigure the passwords.

It is beneficial to have another person who can act as a witness during the termination process to protect the company from law suits.

If there are any conditions for termination that should be explained to the employee. The HR person must avoid getting into a debate to prove one's point. It is important to be courteous. However, do not apologize for terminating.

It is important to provide short notice and allow the employee to make a quick and graceful exit. This helps in preventing a disgruntled employee from causing any harm to the business by stealing confidential data or supplies or causing any unanticipated disruption.

It is important to review the job description and other processes for any areas that need improvement. The other employees of the organization must be assured that their jobs are not in jeopardy and take them into confidence.