

Sample Script for a Non-Performance Driven Reduction Notification Meeting

‘Employee’s name, Thank you for meeting with me (us) today.’

‘As part of an organizational restructuring, your position has been eliminated, effective [date]. This decision is final and is not a reflection of your performance. It was based on business needs and structure, not individual contributions.’

(Allow the employee a few moments to react. Remain quiet, compassionate, and present.)

‘I understand this is difficult news. Please take a moment if you need to.’

‘I’d like to go over the next steps with you, including information about your separation package, benefits, and support resources available to you.’

- Severance: “You’ll receive [X weeks] of pay, subject to signing a separation agreement.”
- Benefits: “Your health coverage will continue through [date], and you’ll have the option to continue coverage under COBRA.”
- Outplacement / Career Support: “We’re providing career transition services through CMP to help you with job search support, résumé development, and interview coaching.”
- Return of Property / Final Paycheck: “We’ll coordinate returning company property and ensure your final paycheck includes all accrued PTO and earned compensation.”

‘I want you to know how much we appreciate your contributions to the team. This decision in no way reflects your value or the quality of your work.’

‘We’ll give you some time to process this information. You don’t need to make any immediate decisions today.’

‘Here’s a packet with everything we’ve discussed — severance details, benefits information, and contact information for your outplacement coach and HR.’

Sample Script for a Performance-Driven Notification Meeting

1. Opening & Immediate Decision

- "Thank you for meeting, [Name]. Unfortunately, we've made the difficult decision to end your employment with [Company Name], effective today."
- Avoid sugarcoating or small talk; get to the point quickly.

2. Reason for Termination (Performance-Based)

- "As we've discussed multiple times on [Dates], specifically through your Performance Improvement Plan (PIP), your performance in [Specific Area] hasn't met the necessary standards for this role, despite efforts and support provided."
- "While we appreciate your [positive trait, e.g., creativity], we need someone who can consistently meet the demands of this role, and we haven't seen the required improvement."

3. Logistics & Next Steps (Handled by HR or Manager)

- "Your final paycheck, including accrued vacation, will be [details, e.g., mailed to you/available Friday]."
- "Human Resources (or I) will now walk you through your severance package, benefits continuation (COBRA), and any outplacement services available."
- "Please return your laptop, ID badge, and any other company property by [time/date]."

4. Closing

- "Your final paycheck, including accrued vacation, will be [details, e.g., mailed to you/available Friday]."
- "Human Resources (or I) will now walk you through your severance package, benefits continuation (COBRA), and any outplacement services available."
- "Please return your laptop, ID badge, and any other company property by [time/date]."

Key Considerations for Delivery

- Be Prepared: Have all documentation (PIP, reviews) ready, and consult with HR/Legal first.
- Be Direct & Clear: No ambiguity about the decision.
- Be Brief: Don't ramble or give lengthy justifications.
- Be Empathetic: Acknowledge the difficulty, but stick to the facts.
- Allow for Reaction: Be prepared for emotional responses; offer a short break if needed.