

**Termination Process
Table of Contents**

1.	Introduction	2
2.	Termination Interview	2
3.	Script for Termination Interview	4
4.	Employee Reactions	4
5.	Announcement to Staff	5
6.	After the Termination Meeting	5
7.	References	6
8.	Severance	6
	Appendix 'A' Elements of Termination	8
	'B' Sample Reference Letter	11
	'C' Sample Termination Letter	12
	'D' Sample Release and Indemnity	14
	• Sample 1	
	• Sample 2	