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## Handle an Employee Termination Like a Pro With This Guide

Letting go of an employee or contractor is one of the hardest things an employer has to do, and the process can be stressful for both parties. In order to make it easier on everyone involved, it's important to have a solid plan in place for dissolving an employee relationship, including how to handle paperwork, [how to communicate the issue](#) that led up to the termination, and how to protect your business before, during, and after the fact. If you feel you need to work on your communication skills, it might be a good idea to take a look at [Communication Power Inc.](#), where you can find coaching services as well as seminars and workshops.

Before letting an employee go, consider these factors:

### Know when termination is necessary

There are many reasons for an employer to let go of an employee or contractor, but a few of the most common include underperformance, poor customer service, repeat offenses, consistent tardiness or missed days without a doctor's note, and [engaging in poor behavior](#) within the workplace (such as gossiping or bullying). In most cases, it's essential to make note of your

employee's infractions and the date they occurred, so it's a good idea to keep files for everyone so you can stay organized and ensure that [write-ups and performance reviews](#) are kept together. Talk to the employee about the issue and give them an opportunity to correct it first; if nothing changes, it's a good idea to have a conversation with an HR rep and start the process of termination.

## Prepare a plan for letting go of a contractor

Contractors are classified differently from employees, so you'll need to have a different plan in the event that you have to let one go. Keep in mind that if the infraction involves them not providing the services agreed to in your contract, they could be liable for damages. [Read up on the legalities](#) associated with contracts and make sure yours is binding and enforceable so that, if you do suffer a contract breach, you can pursue your legal options.

## Write out your end of the conversation

Whether you're letting go of a full-time employee or a remote contractor, it's a good idea to write out your words before having a formal conversation. [Figuring out exactly what to say](#) can take some time, but with a guide prepared, you'll have more confidence during the process. This will also allow you to choose the right terms and avoid coming across as undecided, which is crucial since your words may come back to haunt you otherwise. [Read up on the rules](#) surrounding wrongful termination and know your rights as an employer.

## Protect your business and your employees

Letting go of an employee or contractor can leave difficult questions behind for the rest of your team, so once the process is done, it's a good idea to let them know what's going on if you're legally allowed to do so. It's also important to [keep a checklist on hand](#) for terminations so you can handle tasks such as changing passwords, closing accounts and benefits packages, and taking care of HR paperwork. Because a termination can have a negative effect on morale in the workplace, it's also a good idea to make an effort to help your employees get through this challenging time. Going over employee rights and responsibilities and providing a little fun or some stress relief can go a long way toward [giving everyone peace of mind](#).

Terminating an employee or contractor can certainly be a challenge, but you can make the process as smooth as possible by preparing ahead of time. With a good plan for tackling HR tasks and solid knowledge of contract law, you'll be able to handle a firing with grace.

Ready to find out more about group training? [Reach out to the pros](#) at Communication Power Inc. today.