

Tips to Separate Amicably

1. Stay calm and respectful
2. Conduct an exit interview
3. Complete all paperwork
4. Be honest

Stay Calm and Respectful

The number one thing not to do when separating with an employee, for both parties, is to be abusive or toxic. It serves no benefit to anyone. Although the employer may be hearing some harsh truths about the employee's reason for leaving, they should be calmly taken on board with the aim of improving the organisation going forward.

The employee will also ought to remain composed as it allows them to finish their employment with the company on a satisfactory note, as well as not jeopardising a possible character reference in the future. One's working life is very long. An employee doesn't need to close the door on possibly returning to the firm in the future.

On top of that, everyone has contacts in an industry. A prospective future employer might have close ties with your previous employer. Going out on a negative note with one employer could sabotage your chances of employment with another.

Conduct an Exit Interview

Like a lot of things in the professional landscape, exit interviews are a divisive subject.

Undeniably, there are a considerable number of reasons why they are worthy and advantageous to a business. They are arguably the most accurate type of feedback available to an employer.

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They improve the business as a whole if the information revealed is investigated thoroughly and rectified. It improves a business as a whole in countless ways, for instance lowering staff turnover and gathering feedback on employees throughout the company.

They are also an opportunity to hear the positive aspects of how the company runs as well, including company culture and performance. Whether the employee is proclaiming positive or negative statements, they should be supported by proof. Exit interviews are a pristine opportunity to learn from your mistakes and better the company going forward.

Complete all Paperwork

When it has been decided that the employee will no longer work for the company, whether by the employer or the employee, the employer must take care to protect themselves by assembling detailed documentation that shows you followed company policy through the termination process.

Place a record of the effective date of termination along with all other relevant information concerning the termination in the employee's file. Provide an official termination letter to the employee including the date of termination and outline of their benefits status. If the employee resigns, be sure to obtain a letter of resignation.

Be Honest

For an effective separation process, there has to be honesty on both sides. If you are firing an employee, there needs to be detailed and honest reasons given, backed up by proof. If the employee is resigning, they owe it to you to provide a truthful reason for their choice.

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If you genuinely value that employee as an important asset to the company, you must let them know how much you value them in the hope of changing their mind. You must also be up front about any concessions you are able to offer.

You should thank the employee for their service, and outline all their strengths that they showed throughout their time at the company. You should also outline whether you are willing to provide a reference moving forward, or anything else that may be required of you.