

Announcing an end of employment

A quick-reference guide for managers
and HR professionals

A photograph of a man with short brown hair and glasses, wearing a white button-down shirt, looking down at a laptop. The background is blurred, showing an office setting.

Quick guide



Introduction

Announcing an end of employment is one of the most delicate responsibilities a manager will face. The meeting lasts only a few minutes, but it leaves a lasting mark on the person, the team and the organization.

This quick-reference guide brings together the essential markers for navigating this moment with clarity and consideration, in three stages: before, during and after the meeting. It complements our guide "Supporting Your Employees Through Change".

It is intended for managers and HR professionals who want to prepare and manage end-of-employment announcements.

About Leduc HR

Leduc HR is a [career transition ↗](#) and human resources consulting firm, a proud member of Career Partners International. We support organizations across Canada, the United States and internationally in [career transition ↗](#), outplacement and HR services.

leducrh.ca

Contact

Xavier Bouchard

Director, Development and Partnerships

xbouchard@leducrh.ca

[1 \(888\) 304-7583](tel:18883047583)

The right actions, at the right time

Announcing an end of employment is a comprehensive process: it is prepared, carried out and followed through well after the meeting. At each stage, precise actions protect the person, the team and the organization's reputation.

The following pages bring these markers together in a concise, non-exhaustive list to guide managers and HR teams from one moment to the next.

1

Before the meeting

Validate the decision, prepare the message, coordinate roles and logistics.

page 3

2

During the meeting

Deliver a clear, unambiguous message with consideration for the person.

page 4



Individual career transition and career management program

From the moment of the announcement, the program takes over with the person: a wellness check within the first hours, then structured support toward what comes next.

Discover our programs [➔](#)

3

After the announcement

Support the team, ensure continuity and strengthen the management role.

page 5

Before

An announcement is prepared, not improvised

The announcement itself takes only a few minutes, but it is prepared well in advance. The quality of that preparation protects the person, the manager and the organization.

- ✓ **Validate the file**
Final, approved decision, confirmed departure terms, documents ready to hand over.
- ✓ **Choose the time and place**
Early in the week, early in the day, in a private room with a discreet exit for the person.
- ✓ **Acknowledge your own emotions**
Nervousness, guilt, discomfort: normal reactions to recognize in order to stay focused on the person.
- ✓ **Coordinate the roles**
Clarify with HR who announces, who presents the terms and who handles the follow-up.
- ✓ **Prepare a short message**
The decision, the reason in one sentence, the next steps. Simple, direct and unambiguous.
- ✓ **Anticipate the questions**
Severance, notice, reasons, support offered: clear, consistent answers prepared with HR.
- ✓ **Confirm the support offered**
[Career transition](#)  program, resource people and access details from the moment of the announcement.
- ✓ **Plan the logistics**
Personal belongings, system access and the message to the team, all planned for the same day.



A termination is never improvised.

Our experts plan, manage and secure every step with you, from preparation to announcement day.

[Layoff and termination support](#) 

A clear message, delivered with consideration

Before

During

The announcement meeting is brief by nature: 15 to 20 minutes is generally enough. Its structure matters more than its length.

01 Announce it from the start

The decision is communicated within the first minutes, as a final decision. Delaying the announcement heightens anxiety and blurs the message.

02 Name the reason simply

One sentence is enough: reorganization, position abolished, end of mandate. No detours and no excessive justification.

03 Present terms and support

Departure terms, documents handed over, [career transition](#) [➤] and next steps.

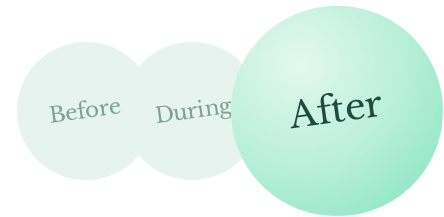
04 Receive the reaction

Leave room for silence, listen attentively, answer factual questions. The decision is not up for debate.

The most common pitfalls

- Diluting the message or postponing the announcement.
- Justifying at length or reopening the decision.
- Improvising promises: references, callbacks, extensions.
- Blaming others or external factors.
- Minimizing ("it's an opportunity", "you'll bounce back").
- Using humour to lighten the mood.
- Prolonging the meeting instead of agreeing on a follow-up.

The 48 hours that follow



The announcement marks the beginning of the support. The actions taken in the first days shape how the decision will be perceived and experienced.

What the transition firm takes on

-  **Wellness check**
 With the person within hours of the announcement, to receive reactions and provide immediate support.
-  **First contact with the coach**
 Within the first days, with activation of the [career transition ↗](#) program.
-  **Structured support**
 Career management, repositioning and planning the next steps.

What falls to the manager (and in the weeks that follow)

-  **A consistent message to the team**
 That same day, respectful of the person and free of confidential details.
-  **Visible presence**
 Availability, listening and frank answers to questions.
-  **Watching for signals**
 Worry, rumours, disengagement, work overload.
-  **Clarity on what comes next**
 Distribution of mandates, priorities and short-term vision.
-  **A sincere offer of reference**
 When the context allows.

70%

of an organization's members report lower engagement following poorly managed terminations.

Gallup, 2025

On announcement day, you are not alone

Our experts and transition coaches are on site to guide, advise and secure the process.

[Learn more ↗](#)

Services

HR expertise in reorganization

To plan and deploy

[Discover this service ↗](#)

Career Transition Programs

To support

[Discover our programs ↗](#)

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