

# Termination Follow-Up Evaluation Discussion

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Follow-Up Discussion Regarding Termination Evaluation

Dear [Employee's Name],

As part of our ongoing commitment to provide constructive feedback and support, I would like to schedule a follow-up evaluation discussion regarding your recent termination. This discussion aims to reflect on your experiences, gather your insights, and ensure that we learn from this situation.

Please let me know your availability for a meeting during the week of [Insert Date]. I believe it's important for both of us to engage in an open and honest conversation during this evaluation.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]