

Termination Meeting Preparation

Dear [HR Manager's Name],

I hope this message finds you well. As we prepare for the termination meeting scheduled for [date and time], I would like to outline the key points to cover during our discussion.

Meeting Details

- **Employee Name:** [Employee's Name]
- **Position:** [Employee's Position]
- **Department:** [Employee's Department]
- **Reason for Termination:** [Brief Explanation]

Agenda

1. Introduction and Purpose of Meeting
2. Discussion of Reasons for Termination
3. Review of Employee's Rights and Benefits
4. Next Steps and Final Paperwork
5. Q&A Session
6. Closing Remarks

Preparation Checklist

- Gather all relevant documentation
- Prepare a final paycheck and benefits information
- Ensure a private meeting space
- Prepare to address potential questions or concerns

Thank you for your attention to this matter. Please let me know if there are any additional points you would like to discuss or if you require further assistance.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]