



**Sustainable Employment™**  
**Checklist: Ending the Employment Relationship**

1. Communicate directly, respectfully, and transparently with the employee about the dismissal.
  - a. Setting up the meeting.
  - b. Conducting the meeting.
  - c. Explaining the dismissal.
  - d. Inviting the employee's input.
2. Give the employee a copy of her Record of Employment (ROE).
3. Give the employee a clear and comprehensive dismissal letter.
4. Offer the employee post-employment support that is fair and respectful.
  - a. Severance and/or working notice.
  - b. Outplacement counselling service or a retraining fund.
  - c. References.
  - d. Time.
5. Communicate directly, respectfully, and transparently with your remaining employees.
6. Respond promptly to any of the ex-employee's outstanding issues or request.
7. Follow up with the departed employee again in a month or so.
8. Troubleshoot.
9. Get legal advice before carrying out the dismissal.

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**KENT EMPLOYMENT LAW**  
SUITE 560 – 1285 WEST BROADWAY  
VANCOUVER, BC, V6H 3X8  
DIRECT: 604.266.7006  
FAX: 604.734.7006  
EMAIL: [HELP@KENTEMPLOYMENTLAW.COM](mailto:HELP@KENTEMPLOYMENTLAW.COM)

[WWW.KENTEMPLOYMENTLAW.COM](http://WWW.KENTEMPLOYMENTLAW.COM)