

How NOT to let someone go

6 ways to protect their dignity AND your company culture.



A collaboration by

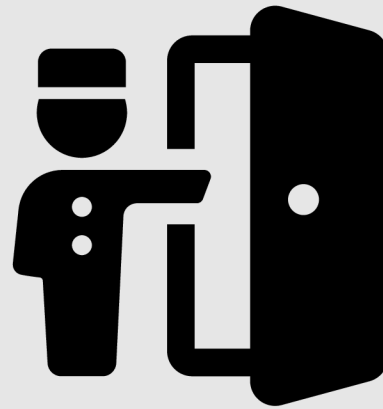
**Stephanie
Eidelman**
Business
owner

**Rachel
Platt**
People &
HR Expert

1

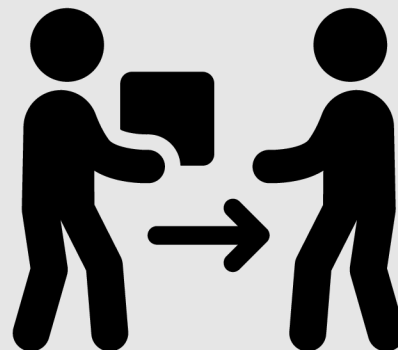
What typically happens

“Pack your things.
Security will escort
you out.”



A better way

Offer to ship
belongings or
arrange an off-
hours pickup.



2

What typically happens

No goodbye to teammates who became family.



A better way

Suggest a farewell lunch or Zoom send-off on their terms.



3

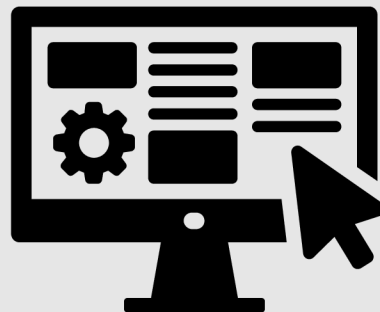
What typically happens

Email and
system access
gone instantly.



A better way

Let them guide
what personal
files they need
and where to
find them.



4

What typically happens

Treated like
persona non grata.



A better way

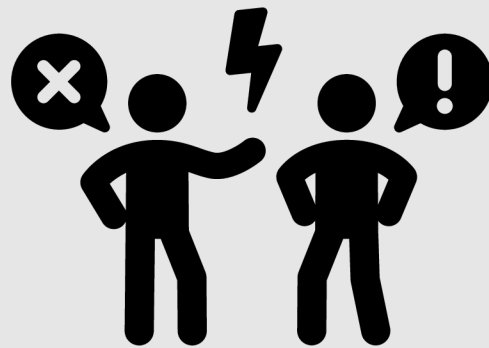
Ask how you can
honor their service,
publicly or privately.



5

What typically happens

Zero explanation
to confused
colleagues.



A better way

“Your position isn’t
impacted. Here’s
what’s changing,
and why.”



6

What typically happens

No time for colleagues to process or ask questions.



A better way

Have a structured transition for communication and handoffs.



**People watch how you
treat the ones leaving.**

They're learning how
you'd treat them.



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**Stephanie
Eidelman**

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