

## Sample Outline

### DELIVERING BAD NEWS

#### I. USE POSTIVE STATEMENTS

##### a. Recognizing workers hard work and dedication

1.Appreciation

2.Gratitude

#### II. USE A BUFFER

##### a. Company is planning to make changes

- Company has to go in a different direction
- Budget cuts

#### III. BODY: FACTS, ANALYSIS AND REASON

##### a. Company is not making enough profit

- Less money to pay to employees

##### b. Efforts made to increase profits

- Change operating procedures
- Raise Prices
- Maximize cash flow

##### c. Have to let people go

- Can assist in new job opportunity

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- 2-week severance pay

#### IV. CLOSING

- a. Thank you for hard work and dedication
- b. Wishing success in future endeavors

#### Options

1. A written message. Jack can hand deliver these messages to make them more personal since his team is friendly and close. Followed up by a face to face meeting.
2. Face to face. Jack is close with the members of his team so a face to face meeting would be the most appropriate for the situation

## **Sample Communication**

Hello Team,

Thank you for your hard work and dedication over the past 5 years I have ran this team. As a team, we have made huge strides together to better the company. Our team has always been a happy, successful well-respected team that I am so thankful to be managing.

Recently, the company has been discussing particular changes that will have to be made in order for the company to continue growing in a positive manner. The higher up managers and supervisors have been discussing multiple options due to profits being so low lately. The company is struggling with having a positive cash flow.

With the recent drop in profits I was informed that we are going to have to make several budget cuts. The Company has tried for 2 months to prevent this from happening. They have tried to change operating procedures, raise prices and trying to maximize cash flow. The efforts have failed giving no choice but to cut budgets which means cutting jobs. I have to let you go beginning Monday of next week.

I know this is very unexpected and I want to let you know I will write you letters of recommendation, give you human resources number for possible jobs

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and assist you with finding work. On behalf of the company we will be giving you a 2-week severance pay as you begin the job searching process.

Again, thank you for your constant hard work and dedication, it has not gone unnoticed. It has been a pleasure working and growing with you. I wish you all the best in your future endeavors.

Best wishes,

Jack Simpson

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