



# Firing an Employee

Business > Intermediate 6



## Exercise 1 – Reading

*Read the dialogue aloud with your tutor and check your understanding.*

**Mr. Atkins:** Peter, please have a seat. I'm afraid I have some bad news. There is no easy way to say this, so I'll cut to the chase. I'm really sorry, but we will have to let you go.

**Peter:** What?! Why? I mean, I know the company is going through some tough times, but I did not see this coming. I don't know what to say. This is a lot to process right now.

**Mr. Atkins:** Please understand that this was a very difficult decision, but it had to be made. The company is in the red and we did not have any other options.

**Peter:** I understand, but... What am I supposed to do now? I have a family...

**Mr. Atkins:** I understand that this might be difficult to deal with at the moment, but I'm sure that, with your skills and commitment, you will very soon find a job at another company. We have already prepared a letter of recommendation for you. And we will be more than happy to speak on your behalf to any potential employer you contact.



**Peter:** Okay... Thank you. So, is that it? I'm free to go? I guess I should start cleaning out my desk.

**Mr. Atkins:** Yes, that is it. I'm really sorry, Peter. We have also prepared a severance package for you that includes the current month's and the next month's pay. You can pick it up on your way out. And I want you to know that we appreciate all the hard work. I'm very sorry about this, Peter.

### **Check your understanding:**

1. Why did Mr. Atkins call Peter to his office?
2. Why did Mr. Atkins make such a decision?
3. What was Peter offered as compensation?



## Exercise 2 – Learning

### Useful Expressions

- This is not an easy task for me to do.
- There is no easy way to say this.
- I'll cut to the chase.
- I'm really sorry, but we will have to let you go.
- I'm afraid we will no longer need your services.
- We have already prepared a letter of recommendation for you.
- We will give you a severance package.
- We appreciate the contribution you have made to the company.
- We appreciate all the hard work you did for us.
- We wish you well in your future endeavors.



## Exercise 3 – Role Play

*Take turns with your tutor and act out the scene described below.*

**Scene:** You have to fire an employee because he has been performing very poorly over the past 6 months. The teacher can be that employee.



## Exercise 4 – Discussion

*Discuss the following questions with your tutor.*

1. Have you ever had to fire someone? How did it go? If not, how do you imagine you'd feel when firing someone?
2. What do you think is the best way to deal with being fired?
3. What are the main factors that employers take into consideration when deciding who to fire?