

### Preparation Communications

- Consider who needs to be informed of the RIF/Layoff and when
- Consider who is responsible for the communications, and if there are consistent talking points that should be referenced
- Information should be limited as much as possible so as to not risk information being leaked before the day of

Subject	Date/Time	Responsible	Notes
Leadership Team	8/15, 12:00 pm, In-person + Remote	CEO	CEO communicates to leadership team
Managers	8/15 - 8/18	Leadership team	Leadership team meets with appropriate members of management team

### Day Of Communications

- Every single meeting and communication point should be outlined here

Subject	Date/Time	Responsible	Notes
Termination Meeting 1	9/1, 9:00 am, Remote	Manager + HR	Link to Talking Points here
Termination Meeting 2	9/1, 9:30 am, Remote	Manager + HR	Link to Talking Points here
Termination Meeting 3	9/1, 10:00 am, In-person	Manager + HR	Link to Talking Points here
Company Email	9/1, 12:00 pm, Email	CEO	Link to draft here
Company All Hands	9/1 1:00 pm, In-person + Remote	CEO	Link to slides here
Managers Follow Up	9/1 - 9/3	Managers	Managers follow up in team meetings and 1:1s
Termination Paperwork	9/1, 3:00 pm, Email	HR	HR sends all termination paperwork to impacted ees

Vendor Communication	9/2, Email	Managers	Follow up with any new points of contact
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