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**Essential tips for offboarding cultural
poor fit employees**

The Ultimate Guide to Letting Go a Poor Culture Fit

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Can You Let Someone Go for Being a Poor Culture Fit?

Hiring is incredibly stressful, from the moment you decide you need to fill a certain role until the onboarding process is complete. The biggest stressor and difficulty for hiring managers comes from trying to find the right fit candidate: someone who meshes well with the team, the company culture and has the right experience for the job; aka a good culture fit.

So what exactly is a good or bad culture fit? A “bad fit” or “poor culture fit” is determined by how well someone fits in with their coworkers and the company’s existing culture that allows them to be successful in their role and get along with everyone around them.

Unfortunately, there isn’t a way to be sure every new hire will be a good fit for your company. Sure, you can guess based off of the way a person presents themselves during the interview process, but there will always be at least one hire that struggles to adapt to the company culture, making him or her a poor culture fit. That’s why the hiring and onboarding processes are so important - they help you look for the right employee for your team, not just the hardest worker or smartest person.

So, what happens when you hire a poor fit candidate and it isn’t working out? Can you actually let someone go for being a poor fit? To put the answer simply, yes. However, there are a lot of things to consider when letting go of someone for poor fit. Have you given this person a substantial amount of time to fit in with the team? Have you tried to work with him or her to see what happens? And most importantly, would a new hire be able to perform the job better and better fit in with the team? Is it worth the cost of onboarding all over again?



If you genuinely believe that there is talent out there that can better collaborate with the team and you have put your best effort into helping this individual fit into the culture, then it's time to start documenting your cause. The one thing you should always do when letting someone go is make sure there is a reasonable cause for their termination, steering clear of any and all discriminatory actions.

Luckily for you, if you follow these steps correctly and have a well-documented offboarding process, the process of letting go of a poor fit employee should go smoothly. That being said, not every circumstance is the same, but it's important to create a foundational process nonetheless.

Let's get into that now.

section one

How to Let Someone Go Based on Poor Culture

Step 1: Create a Process

For most managers, it is easy to look up and down the office to see who is adjusting well and providing quality work and who isn't. However, it will make terminating a poor fit employee even easier and more legally sound if you have written documentation that you can lay off an employee for being a poor culture fit. As long as it is written somewhere in the employee





Step 2: Make Your Case

Just like with all terminations, you need to make sure you have a case for termination. This can be done by documenting behavioral instances of the employee who isn't meshing well with the team and/or culture. It is also important to document every step you take to help said employee integrate with the team.

If by chance you are taken to court for claims of discrimination, you will have a documented record of all the reasons this employee wasn't a good fit, and all the steps taken to acclimate this person within the organization. Documenting everything can help you prove the termination was based on poor fit, not discrimination.

Step 3: Hold the Event

Once your case is built, and the cause isn't discriminatory, set a meeting with the person you are letting go, yourself, and the employee's direct report to break the news. During this time allow them to ask any questions they may have and say whatever they need to say (within reason). During the meeting or prior to the meeting, you will need to provide a written letter that states why the employee is being laid off (poor culture) and next steps. We recommend offering severance and outplacement services (if applicable) to the laid-off employee in order to protect the organization against lawsuits and allow the employee to succeed elsewhere. To help you get started, we have included a template of a Poor Culture Fit Termination Letter to use in your meeting.



section

two

Termination Letter



Dear [NAME],

Based on term performance over the last few [TIME FRAME], your employment with [COMPANY NAME] will terminate at the close of business on [DATE].

After your final day, you are entitled to the following company benefits, according to [COMPANY NAME]'s official policy:

Your salary will continue through [DATE]. You will receive your final paycheck by [MAIL/IN PERSON/ETC]

Your unused vacation and personal days will be paid out with your final paycheck.

Your health benefits will continue through [DATE]. After said date, your coverage will continue under COBRA. Details will be sent out to you to start your new coverage.

I will be available to answer any questions you may have at [CONTACT INFO].

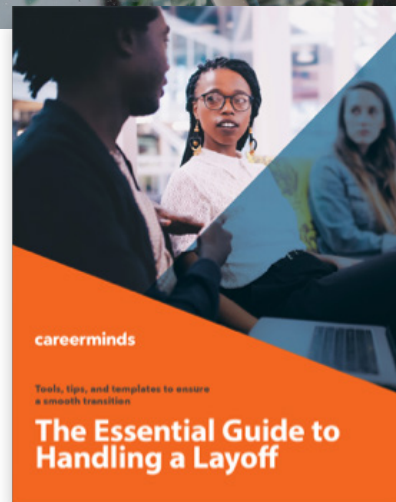
Sincerely,

[NAME]

When a Layoff Can't Be Avoided, Here's the Guide to Doing It Right.

Sometimes a layoff becomes necessary, despite earlier cost-cutting strategies. For tools, tips, and templates to help meet the HR challenges a reduction in force brings, download *The Essential Guide to Handling a Layoff* - compliments of CareerMinds.

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