



Question of the Week

July 8, 2026

Question

Can we implement a policy that spells out how resignations and terminations are communicated to employees and clients?

ANSWER

You can, yes. It's generally a good idea to follow a communication plan as departures can be disruptive to both the work of your other employees and your business relationships.

These plans typically spell out who communicates the departure to employees, clients, and other relevant parties along with when those communications occur. They're designed to support business continuity, ensure accurate and respectful messaging, protect client relationships, minimize workplace disruption, and allow for appropriate transition planning.

If a departing employee asks about how others will be told, you can tell them that you'll follow a communication plan and explain the business reasons for it. You may even want them to be a part of it. However, you shouldn't tell the employee not to announce or talk about their departure outside of the plan, as that could bump into their rights under the National Labor Relations Act.

You can learn more about managing the end of the employment lifecycle on the [platform](#).

This Q&A does not constitute legal advice and does not address state or local law.