# Redundancy Letter Template

# Dear [NAME]

As discussed at our earlier meeting(s) held on **[DATE]** and in our earlier letter(s) sent on **[DATE]** your role has been at risk of selection for redundancy. I am sorry to confirm that your role of **[JOB TITLE]** has been made redundant. I would like to assure you that this decision is not a reflection on your ability or performance but due to **[COMPANY REASONS].**

You are entitled to **[NOTICE PERIOD]** based on **[LENGTH OF SERVICE]** in your current role. Your last day of employment will be **[DATE]**. Please speak to **[MANAGER]** about taking any time off during this period to look for a new role.

# OR

You are entitled to **[NOTICE PERIOD]** based on **[LENGTH OF SERVICE]** but you will not be required to work your notice period. The company will make a payment in lieu of notice of **[PAYMENT AMOUNT].** This will not affect your annual leave entitlement and your employment will end on **[DATE]**.

You currently have **[DAYS]** of accrued annual leave. Any annual leave not taken when your employment ends will be added to your final pay. This amounts to **[AMOUNT]**.

You have been with us for **[LENGTH OF EMPLOYMENT]** which means that you will receive a statutory redundancy payment of **[PAYMENT AMOUNT]**. **[ADD ANY**

**ENHANCED REDUNDANCY PAYMENT]**

# OR

Due to your length of service **[LENGTH OF EMPLOYMENT]** you are not entitled to receive a statutory redundancy payment.

To reduce redundancies, we have looked at suitable alternative employment within the company. We have the following role(s) that we would like to discuss with you:

# [JOB DESCRIPTION OF ALTERNATIVE ROLE]

We would like to invite you to discuss this role at **[DATE, TIME LOCATION]** with **[NAME].** If you would like support, you may bring a colleague, manager, or trade union representative to this meeting if you wish. Please alert **[NAME]** if you wish to bring someone.

If you or your representative are unable to attend this meeting for any reason, please contact **[NAME]** as soon as possible so that we can arrange a new time.

# OR

I am sorry to say that we have not been able to find a suitable alternative role for you within the company.

You have the right to appeal against this redundancy decision. If you wish to appeal you must contact **[NAME]** in **[WRITING, EMAIL, PHONE]** by no later than **[DATE].** Please include the reasons for your appeal, and we will invite you to a redundancy appeal hearing.

You may bring a colleague, manager or trade union representative to this meeting if you wish. Please alert **[NAME]** if you wish to bring someone.

I know that this must be a stressful time for you and encourage you to reach out to **[NAME]** if you need any support. If you have any questions about your redundancy and the next steps, please do not hesitate to contact **[NAME].**

I would like to thank you for all your hard work and wish you all the best for the future.

Yours sincerely,

# [NAME]