

[Print on Employer's

Company Name and Address]

<<Employee's Name>>
<<Address>>
<<Address>>
<<Post Code>>

<<Date>>

Dear << >>,

Further to the meeting held on <<Insert Date>> we have discussed the current reduction in demand, which has led to your position with us. The Company has decided to reduce the number of staff.

off

I am sorry to have to fully give notice that because of the current reduction in demand, we have to lay you off from your current position. The reason for this is because **Please select:**

[your employment contract makes no reference to a collective agreement]

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[a collective agreement has been made between the Company and the trade union (also referred to as a 'union') which has been incorporated into your contract of employment)] **OR**

the trade union (also referred to as a 'union') which has been incorporated into your contract of employment]

[a national agreement has been made between the Company and the trade union (also referred to as a 'union') which has been incorporated into your contract of employment)] **OR**

which has been incorporated into your contract of employment]

[there is clear evidence that the right to lay-off has been established over a long period through custom and practice]

has been established over a long period through custom and practice]

[we have reached a mutual agreement to allow you to be laid-off].

your contract of employment to allow you to be laid-off].

The period of lay-off shall take effect from <<Insert Date>> and shall continue [indefinitely**] **OR** until <<Insert Date>>]. You will be entitled to receive payments of £<<Insert Amount>> per day for the first five days of any lay-off period.

and shall continue [indefinitely**] or until <<Insert Date>>]. You will be entitled to receive payments of £<<Insert Amount>> per day for the first five days of any lay-off period.

During the lay-off period you will be entitled to receive payments of £<<Insert Amount>> per day for the first five days of any lay-off period.

[if pay] **OR** [unpaid].

We regret that we have been forced to make these changes in the Company's operations. We are working hard to make positive changes in the Company's operations so that the lay-off period is as short as possible.

however, we are working hard to make positive changes in the Company's operations so that the lay-off period is as short as possible.

Please do not hesitate to contact me on <<Insert Phone Number>> if you have any questions.

ons.

Yours sincerely

<<Name & Title>>
For and on behalf of <<Company Name>>

please note that when a lay-off is in effect, the employee will be entitled to make a claim for statutory redundancy payments if the lay-off period is six weeks or more within a 13 week period. **PLEASE DELETE THIS BEFORE

the period, the employee will be entitled to make a claim for statutory redundancy payments if the lay-off period is either four consecutive weeks or six weeks or more within a 13 week period. **(FOR REFERENCE ONLY -**

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