

<<Name>>  
<<Title>>  
<<Company Name>>  
<<Company Address>>  
<<Company Address>>  
<<Postcode>>

<<Date>>

Dear <<Insert Title & Name>>,

Re: <<Insert Job Title>>

Following our recent meetings and discussions, the Company has decided to accept your application for voluntary redundancy, we are now in a position to let you know our decision.

**EITHER**

[I am pleased to be able to advise you that the Company has decided to accept your application for voluntary redundancy with you on <<Insert Date>> at <<Insert Local Time>> at <<Insert Local Time>> to finalise the details of the termination of your employment. Please let me know if you have any queries.]

**OR**

[Having reviewed your application for voluntary redundancy, you that the Company has decided not to accept your application for voluntary redundancy. As you know from our earlier meeting, the Company advised that we can only guarantee that any individual employee who applied for voluntary redundancy will be considered for redundancy. The Company needs to retain certain types of knowledge and skills to meet our future business requirements. Therefore, we are unable to accept your application for voluntary redundancy.]

If you have any queries, please contact me on <<Insert Phone Number>> or email me at <<Insert Email Address>> or <<Insert Name & Position>> or <<Insert Address>>.

Yours sincerely

<<Name & Title>>

For and on behalf of <<Company Name>>

