

[Print on Company Letterhead Address]

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

<<Date>>

Re: Notice of Redundancy

Dear <<Insert Title & Name>>

Further to our meeting of <<Insert Date>> that, following a subsequent period of <<Insert Position>> redundancy

As <<Insert Company Name>>, is <<Insert Name>> are hereby giving you notice that your employment will terminate on <<Insert Date>>. This is due to your redundancy which reflects your performance in your job.

As stated at our meeting the terms of your redundancy are as follows:

Under your contract of employment you are entitled to <<Insert Notice Period e.g. One Month's Notice>>.

You are entitled to take reasonable steps to seek work during your notice period.

On your last day of employment you will be paid for the following amount <<Insert amount>>.

Redundancy pay will not be subject to income tax or national insurance contributions.

In addition you will receive at the end of your notice period <<Insert amount e.g. 15 Days>>, paid into your bank account in the normal way, any holiday pay or other benefits owing to you, which will have been deducted for income tax and national insurance.

You have a right to appeal against the post redundant. Please let me know if you wish to appeal within <

the post redundant. Please let me

<<Insert Company Name>> would like to see you in the future and to thank you for the contribution you have made during your employment. <> will of course be able to provide references to assist you in seeking

the future and to thank you for the contribution you have made during your employment. <> will of course be able to provide

Yours sincerely,

<<Name & Title>>

For and on behalf of <<Company Name>>

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