

[Print on one side or insert Address]

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

<<Date>>

Dear << >>

Following the Formal [Dismissal/Redundancy] of you of <<Date>> we believe it is in the interests of all parties that you

The Company will pay you the sum of <<Sum>> your signature and return of the enclosed copy of this letter.

[Full details of this sum are provided in the enclosed copy of this letter including any statutory redundancy entitlement and any accrued holiday.]

You are to return all Company property to <<Name & Title>> on or before <<Date or payment of the compensation>>

Please do not hesitate to contact me on <<Telephone Number>> for any questions

Yours sincerely

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

I hereby acknowledge receipt of the Formal [Dismissal/Redundancy] Payment Letter and agreement to the terms and payment referred to above

Signed

<<Employee Name>>

Dated