

## Redundancy letter: confirming dismissal for redundancy

*[ON HEADED NOTEPAPER OF THE EMPLOYER]*

Addressee

Address line 1

Address line 2

Postcode

[DATE]

Dear [NAME]

### Notice of termination of employment

Further to our meeting on [earlier today] I am writing to confirm that [NAME] (the Company) has decided to make you redundant.

As you know, there was a meeting with all of the employees who could have been affected on [DATE], at which [NAME] explained why the Company was considering making redundancies. [SUMMARISE THE REASONS.] I then met with you individually on [DATE] and [DATE] to discuss your provisional selection for redundancy. As you know, the Company has explored ways in which your redundancy could be avoided, and the possibility of alternative employment. Unfortunately it has not been able to identify any alternative employment for you or any way in which your redundancy could be avoided.

As a result, as I explained at our meeting, your position is redundant. [The Company is therefore serving [PERIOD] notice to terminate your employment, in accordance with your contract of employment. Your employment will therefore terminate by reason of redundancy on [DATE] **OR** The Company is therefore terminating your employment with immediate effect by reason of redundancy]. [You are not required to come into the office after today.] [You will receive your pay and benefits up to [that date **OR** today] in the normal way. [You will be informed if any suitable alternative positions become available during the notice period.]

As I explained at our meeting, following termination of your employment [and receipt by you of a form P45] you will receive:

- [A payment in lieu of your contractual notice period of [PERIOD] weeks. [This payment will be subject to income tax and national insurance contributions in the usual way **OR** It is our understanding that under current tax rules [the first £30,000 of] this payment will be free of income tax and national insurance contributions]].
- Pay in lieu of any accrued but unused holiday entitlement. This payment will be subject to income tax and national insurance contributions in the usual way. If you have taken more holiday than your pro-rated entitlement for the holiday year to the date of termination then [you will not be entitled to any pay in lieu of holiday **OR** the Company will deduct an appropriate amount from your final salary payment].

- [An ex gratia payment, which will be calculated as follows: [DETAILS]. [This payment will be subject to income tax and national insurance contributions in the usual way **OR** It is our understanding that under current tax rules [the first £30,000 of] this payment will be free of income tax and national insurance contributions].]
- A statutory redundancy payment, which is calculated on the basis of your age, weekly salary (subject to a maximum, currently £[AMOUNT]) and length of service in accordance with the attached schedule. This payment will be free of income tax and national insurance contributions.

[These payments will be conditional upon you entering into a agreement in a form that is acceptable to the Company confirming that you have no further claims against the Company].

You must submit your final expenses claim by [DATE] and return all Company property (including any documents) to [NAME] by [DATE].

Information about your rights under the Company pension scheme can be obtained from [NAME] on [PHONE NUMBER OR E-MAIL ADDRESS].

[You are entitled to reasonable (and paid) time off during working hours prior to the termination of your employment to look for a new job or arrange training for your future employment. If you want to take any such time off please contact [NAME] to arrange the details.]

You have the right to appeal against the Company's decision to make you redundant. Please submit any appeal to [NAME] in writing by [DATE], specifying the grounds on which you are appealing.

The Company very much regrets that it has become necessary to make redundancies and that you have been affected. I would like to thank you for your hard work for the Company over the last [PERIOD] years and wish you all the best for your future career.

Yours sincerely

.....  
[NAME OF SENDER]  
On behalf of [NAME OF EMPLOYER]