*[Print on Company Letterhead or insert 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>> I am/we are extremely sorry to have to tell you that, following a subsequent period of consultation, the Company has decided to make the post of <<Insert Position>> redundant.

As <<Insert Company Name>>, is unable to offer you any suitable alternative employment, we are hereby giving you notice that your employment with the Company will terminate on <<Insert Date>>. This is due to your position having to be made redundant, and in no way reflects your performance in your job, which has been entirely satisfactory.

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 Months' Notice>>.

You are entitled to take reasonable time off during your notice period to undertake training or seek work.

On your last day of employment you will receive a cheque 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 <<Insert Period e.g. 15 Days>>, paid into your bank account in the normal way, any holiday pay or salary payments owing to you, which will have income tax and national insurance contributions deducted.

You have a right to appeal against the decision to make the post redundant. Please let me know if you wish to appeal within <<e.g. 10 Days>>.

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

Yours sincerely,

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<<Name & Title>>

For and on behalf of <<Company Name>>