***TO BE PRINTED ON COMPANY LETTER HEADED PAPER***

**Private and Confidential (SENT FIRST CLASS SIGNED FOR POST AND BY EMAIL)**

INSERT NAME

INSERT ADDRESS

XXth Month 2020

Dear INSERT NAME,

**Termination of Employment - Redundancy**

I am writing further to our second 1-1 Redundancy Consultation Meeting, which I chaired on INSERT TIME on INSERT DAY/DATE, at which INSERT NAME, INSERT ROLE, was also in attendance as note taker. You chose to exercise your right to be accompanied, and INSERT NAME, INSERT ROLE, attended as your representative OR you chose not to exercise your right to be accompanied and attended the meeting on your own. \*\* DELETE WHERE APPROPRIATE

I can now advise you that the redundancy consultation period has now concluded. As I explained to you at the start of this process, the reason for proposing redundancies, is INSERT REASON FOR REDUNDANCY.

All ways of avoiding the redundancies and all alternatives have now been considered and explored. Unfortunately, it has not proved possible to find a solution to the current problem other than to make compulsory redundancies.

Consequently, your employment will therefore terminate by reason of redundancy. This in no way reflects your performance in your job, which has been entirely satisfactory.

As your continuous service with us is more than the two years necessary, you are entitled to redundancy pay on termination of your employment, of £XX, this has been calculated on your age XX, and the number of weeks XX, based on £XX per week. In addition to this, we would like to offer an additional enhanced payment of £XX. This is exempt from statutory deductions. This monies will be paid on or around INSERT DATE, after your employment with the Company has ended.

**OR**

As your continuous service with us is less than the two years necessary to attract a Statutory Redundancy Payment, you will not be entitled to any redundancy pay on termination of your employment. Your length of service entitles you to X weeks’ notice.

Delete as applicable

You will be required to work all of your notice period.

You will be required to work the following XX weeks of your notice period and will be paid the remainder as Pay in Lieu of Notice.

You will not be required to work your notice, period and you will instead receive XX weeks Pay in Lieu of Notice.

I acknowledge that you have pre-booked holidays for the period XXX to XXXX, and can confirm that these will be honoured (Delete as applicable), and subsequently your last day of employment with the INSERT COMPANY NAME will be Insert Date.

Your will be paid any outstanding monies due including outstanding holiday pay to the amount £XX, which you will receive with your final monies and your P45 in due course.

I would like to remind you that you must return all INSERT COMPANY NAME property in your possession, including any keys, equipment, documents, papers and correspondence.

You have the right to appeal against my decision and should you wish to do so you should write to INSERT NAME, within 7 days stating your grounds for appeal against your redundancy dismissal.

Between now and your termination date, we will continue in our efforts to locate suitable alternative employment for you within INSERT COMPANY NAME.

If you require a reference for any future potential employer, we will be pleased to provide one. In order to be able to do this, we will keep your name and address on file for the foreseeable future. All potential future employers should be encouraged to write to the following address: INSERT ADDRESS or email INSERT EMAIL, for any reference they require.

On a personal note, I am sorry that your employment with us has ended. I would like to take this opportunity of thanking you for your contribution and service with INSERT COMPANY NAME. and wish you all the best of luck in the future.

Yours sincerely,

**INSERT NAME**

**INSERT TITLE**