Highlighted text is to be completed with relevant information.

**Green** text are optional clauses. Convert to match black font or delete clause if not applicable.

**Red** text are guidance notes and need to be deleted along with this text box.

Date

Employee name

Address line 1

Address line 2

STATE Postcode

**BY HAND/ EMAIL: email address if applicable**

Dear Employee Name,

**Notice of Termination Due to Redundancy**

I write further to our recent redundancy consultation meeting on insert date, where you met with insert name, title. At the meeting we discussed:

* how the potential redundancy will affect you;
* any suggestions you had to avoid the redundancy;
* any options for you to be redeployed in another role.

In the meeting you raised the following points: insert any specific point the employee raised and your response to these points.

Having now had to time to consider the matter fully we write to confirm that your role will be made redundant as we no longer require it to be performed by anyone. We also confirm that there are no suitable redeployment opportunities available in the business or in any of it associated entities. Accordingly, we confirm that your employment will terminate due to redundancy.

**Notice**

You are entitled to a notice period of insert time period. You will be required to work your notice period **OR** receive a payment in lieu of your entitlement to notice of termination. Therefore, your employment will terminate effective on date.

**Redundancy Pay**

Insert details of any entitlement to redundancy pay or state the reason no redundancy pay is payable

**Other Entitlements**

You will be paid the following into your nominated bank account on date **OR** Employer’s name next pay cycle:

* Any accrued but unused annual leave entitlements.
* Payment in lieu of notice of termination.
* Outstanding wages.
* Any other entitlements.

**Return of Employer’s property**

You are required to return all of the Employer’s property to relevant person by date, including:

* Insert details;
* Any other materials, records or other information or documents in your possession or under your control (including confidential information or intellectual property) which are the property of the Employer.

We wish you well in your future endeavours.

Yours sincerely,

Signatory Name

Signatory Title

**Employer name**