[Name]

[Address]

[Date]

Dear [Name]

Notice of termination of employment

Further to our meeting [on [DATE], I am writing to confirm the decision that you are redundant.

This decision follows on from the meetings with, firstly, all the affected employees on [DATE] and the consultation meetings I had with you individually on [DATE] and [DATE].

As we have discussed, the Company has explored ways in which your redundancy could be avoided and the possibility of alternative employment.

Sadly, this has not been successful and we have not been able to identify any suitable alternative employment for you or any way in which your redundancy could be avoided. [We will continue to monitor vacancies during your notice period and if any suitable alternative positions become available, we will let you know. It is important to keep in mind that this may affect your entitlement to a statutory redundancy payment.]

[As a result of your redundancy and in line with your contract of employment, we are giving you [PERIOD] notice to terminate your employment. Your employment will end on [date]] and you will be paid up to that date in the normal way.]

OR [As a result of your redundancy the Company is terminating your employment with immediate effect in accordance with clause [NUMBER] of your contract of employment.] [You are not required to come into the office after today. You will be paid in lieu of your contractual notice period. [This payment will be subject to income tax and National Insurance contributions in the usual way] OR [Under current tax rules, the Company understands that [the first £30,000 of] this payment will be free of income tax and National Insurance contributions].

You will be paid in lieu of any accrued but unused holiday entitlement. This payment will be subject to income tax and National Insurance contribution as normal. [If you have taken more holiday than your pro-rated entitlement for the holiday year to the date of termination then the Company will deduct an appropriate amount from your final salary payment].

As I have explained previously, you will receive a statutory redundancy payment. This payment is based on your age, length of service and weekly pay (capped at the relevant statutory level, which is presently £479). This payment will be free of income tax and National Insurance contributions.

[Any outstanding expenses must be claimed by [DATE] in the normal way.]

Please can you return all Company property (including any documents and copies) to [NAME] by [date]. [If you are a member of the Company pension scheme please contact [NAME].

[You are entitled to reasonable (and paid) time off during working hours before 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 decision to make you redundant. Where you decide you want to appeal the decision, please submit any appeal to [NAME] in writing by [DATE], specifying the grounds on which you are appealing.

It is a matter of considerable regret that we have had to make redundancies at this time. I am very conscious of the impact that redundancy dismissal can have. 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]