



Sample redundancy letters

Employment Law Training Ltd

www.eltraining.co.uk

LETTER A name, address, date, reference

Dear Mr/Ms/etc

Further to our meeting of (date) I (regretfully) confirm that your employment with us is terminated with effect from (date)/with immediate effect.

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/excellent.

(Optionally, if applicable, outline or explain the organizational or trading circumstances which have led to the redundancy.)

As stated at our meeting (and agreed with whatever body is relevant) the terms of your redundancy are as follows:

(Employer must clearly state all details of notice period and the redundancy settlement. Refer to the statutory norms, or procedures for notice and settlement, agreements with trade union(s), as applicable.)

(Clearly state requirements regarding return of documentation, equipment, car, submission of final expenses claims, and any other leaving administration issues.)

(Clearly state actual leaving date, requirement or otherwise to serve period of notice, holiday pay, and other pay and pension details.)

(Clearly state the position regarding the employee's right of appeal, and state the appeal process and timescales.)

(Acknowledge the person's efforts and contribution. Offer to help with references. If applicable say that you would gladly re-employ the person should circumstances allow [which in many situations is the employer's legal obligation to do anyway]. Thank the person for their response to the situation and wish them all the best for the future.)

Yours, etc.

name and position

(Optional section requiring person to sign, confirming receipt, and return copy of this letter.)

(It is good practice to attach copies of all relevant policies and procedures, notably covering the disciplinary and dismissal process, and any supporting evidence for decisions.)

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LETTER B

Dear <RECIPIENT>

At our recent staff meetings we discussed the problems facing our company and in particular how the significant fall in business has affected the <DEPARTMENT> Department.

After full consultation and examining all possible options, due to these unfortunate circumstances, I have to take the regrettable step of making some members of the <DEPARTMENT> Department redundant.

Following company policy we reviewed all departments within <COMPANY> to decide what redundancies would be the most economical for the company. Following detailed consultation involving you, your staff representatives and management, it has been decided to reduce the number of positions in your area. Under our staff and management agreed redundancy policy you have regrettably been selected for redundancy. I have attached the {scores/matrix/selection criteria} so you can see how this difficult decision has been reached.

Your redundancy will be effective from the <DATE>. Your notice rights are..... and you will be paid any outstanding holiday entitlement.

Please contact <CONTACT NAME>,<CONTACT DETAILS>, to establish any redundancy payment that may be due to you.

Please contact <CONTACT 2 NAME>,<CONTACT 2 DETAILS>, if you would like any more information or assistance.

I would like to thank you for your hard work during this difficult period. Your redundancy is no reflection on you personally. It reflects the current adverse trading conditions that <COMPANY> is experiencing.

You are entitled to appeal against your selection for redundancy. If you wish to do so, please put this in writing, stating clearly the grounds for your appeal. This must be sent to <name/job title> by <date>. You are entitled to be accompanied at this meeting by a colleague or a trade union official.

If business improves and we are in a position to expand the workforce, we will contact you.

Yours sincerely

.....

LETTER C

Dear ##

I am writing to ask you to attend a meeting with me on ### (date) at ### (time) at ### (location).

The meeting is to discuss the issues that the Company is currently facing and the affect that this may have on your continued employment.

I look forward to meeting with you.

Yours sincerely

.....

LETTER D

Dear ##

I am writing to confirm discussions that took place today, ### (date). It was announced that due to ##### it is possible that we may need to reduce our headcount by way of redundancy.

It was agreed that a further meeting would take place on ### (date) and that in the meantime, both management and employees would consider the current situation to see if they could make any suggestions to be viewed as an alternative to redundancy.

Should you have any suggestions or wish to discuss this situation further, please do not hesitate to contact me.

Yours sincerely

.....

LETTER E

Dear ##

I am writing following our meeting on ### (date) to confirm that, in the absence of any viable suggestions, the Company are now in a redundancy situation and your position is to be considered as at risk of redundancy.

Any employee wishing to make application for Voluntary Redundancy should do so in writing to be received by ### (date).

The management team will be carefully reviewing the situation and will be speaking to individuals to discuss the way forward.

Yours sincerely

.....

LETTER F

Dear ##

I am writing to ask you to attend a meeting on xxx (date) at ### am/pm.

The reason for the meeting is to discuss your position within the business in view of our redundancy situation.

You are entitled to bring a companion with you to the meeting; this can be a workplace colleague or a Trade Union officer. The companion may assist you to present your case, summarise and you may also confer, but they may not answer questions on your behalf. Please let me know if you intend to bring anyone with you.

Should you require any further information prior to the meeting, please do not hesitate to contact me

Yours sincerely

.....

LETTER G

Dear ##

We met today and I confirmed that your position within the business has been provisionally selected for redundancy, as a result of the following xxxxxxxx.

If no viable alternatives to redundancy are agreed and your position is declared redundant, you will be entitled to ### weeks redundancy and ### weeks notice of termination of employment by way of redundancy, together with any outstanding holiday pay.

I explained that you should take until ## (a further 2 days) to consider this, and to think of any alternatives to redundancy that I may consider.

We will meet again on ### (date) at ### am/pm.

At this second meeting we will discuss any alternative suggestions that you may have and your thoughts on the situation. You are

entitled to bring a companion with you to the meeting; this can be a working colleague or a Trade Union Officer. Should you require any further info prior to this meeting, please feel free to contact me.

Yours sincerely

.....

LETTER H

Dear ##

Following our meeting on ### (date), I now write to confirm that your employment with ##### Ltd will end by way of redundancy as a result of (restructure).

Your employment will end on ### (date); this being the end of your statutory notice period.

You do of course have the right to appeal against this decision, any such appeal should be in writing addressed to ### (name) and received, if at all possible by ### (date).

I am sorry your employment with us has ended in this way and hope that you are able to find alternative work in the very near future.

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