[DATE]

[Name of employee]

[insert address]

Dear [NAME OF EMPLOYEE],

**Notice of termination of employment**

After our meeting on [DATE], we carefully considered the redundancy situation that you know we have been facing and I’m very sorry to confirm that in spite of all our efforts and discussions, we have concluded that we cannot avoid making you redundant. This is not a position that we wished our business or you to be facing [and I want to thank you for your professionalism and co-operation with our redundancy process].

All our affected employees have undergone the same process as you and in light of [explain the circumstances causing the redundancy situation], we will be [describe the redundancy action you’re taking, e.g. making 5 members of staff redundant].

We discussed this at our one-to-one meetings on [DATE] and [DATE], following the general announcement that we made to all those affected on [DATE].

We did not want this to be the outcome and, as you know, we’ve been actively exploring ways in which your redundancy could be avoided so that we might offer you the possibility of alternative employment within our business. Unfortunately, however, we have not been successful in identifying any suitable alternative employment for you, or any way in which your redundancy could be avoided.

[Having said this, if any suitable alternative positions become available during your notice period, we will let you know about them as soon as reasonably possible. Please note that if we do identify an alternative role, this may affect your entitlement to a statutory redundancy payment.]

[For now, however, given that we have no alternative solution, our wording here confirms that we are serving you with [PERIOD] notice of the termination of your employment as a [ROLE] with our business – which complies with our obligations under your contract of employment with us. This means your employment will terminate by reason of redundancy on [DATE].]

OR

[We are therefore terminating your employment with [NAME OF BUSINESS], due to redundancy, and this will take effect immediately, in compliance with clause [NUMBER] of your contract of employment.]

[You are not required to come into the office after today.]

You will receive your pay and benefits up to [that date] OR [today] in the normal way.

Following termination of your employment [and receipt by you of a form P45], you will receive:

* [Pay in lieu of your contractual notice period of [PERIOD] weeks. [This payment will be subject to income tax and National Insurance contributions in the usual way] OR [We understand that under current tax rules the first £30,000 of this payment will be free of income tax and National Insurance contributions.]
* Pay in lieu of any accrued but unused holiday entitlement. This payment will be subject to income tax and National Insurance contributions in the usual way. If you have taken more holiday than your pro-rated entitlement for the holiday year to the date of termination, then [you will not be entitled to any pay in lieu of holiday] OR [the Company will deduct an appropriate amount from your final salary payment].
* [An ex gratia payment, which will be calculated as follows: [DETAILS]. [This payment will be subject to income tax and National Insurance contributions in the usual way] OR [We understand that under current tax rules the first £30,000 of this payment will be free of income tax and National Insurance contributions].]
* A statutory redundancy payment, which is calculated based on your age, weekly salary (subject to a maximum, currently (£[SPECIFY]) and length of service [in accordance with the attached schedule]. This payment will be free of income tax and National Insurance contributions.

[These payments are conditional on you entering into an agreement in a form that is acceptable to us, and that confirms you have no further claims against our business.]

You must submit your final expenses claim by [DATE] and return all business property (including any documents) to [NAME] by [DATE].

Information about your rights under the pension scheme can be obtained from [NAME] on [PHONE NUMBER OR EMAIL ADDRESS].

[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 our decision to make you redundant. Please submit any appeal to [NAME] in writing by [DATE], specifying the grounds on which you are appealing.

We very much regret the necessity of [these redundancies] OR [this redundancy], and that you have been affected. I would like to thank you for your hard work for our business 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 YOUR BUSINESS]

Enc. Statutory Redundancy Schedule.