## Redundancy confirmation: letter to employee

[On letterhead of the Company]

[Employee's address]
[Date]
Dear [Employee name]
Re: Your work for us
I am very sorry to say that the purpose of this letter is to tell you that your job with [ ■
][15th20XX]
As I know you are aware, ••••••••••••••••••••••••••••••••••••
The • • • • • • • • • • • • • • • • • • •
Government regulations • • • • • • • • • • • • • • • • • • •
The Arts Council has reduced our grant; OR
as the case may be.
I want you to know that great care has been given to our planning of the necessary reduction in the size and scope of our [business / organisation].
Your lesser experience;
•••

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Yours sincerely,

### [Name]

For and on behalf of [Company name]

# **Explanatory notes:**

Redundancy confirmation: letter to employee

#### **General notes:**

1.	In any case where disciplinary action is considered, it is wise to check the company or organisation's policies and procedures. If they are not up to date, it is usually better to <b>** ** ** ** ** ** ** ** ** ** ** ** **</b>
2.	Read the contract of the employee concerned. Make sure it does demand compliance with
3.	Do not rush. If you are concerned at on-going damage, suspend the employee on full pay ••••••••••.
4.	Make sure you are dismissing your employee because either your workplace is closing, or there is a diminishing need for a particular type of work.  Employers cannot make someone redundant without going through
	https://www.employment.govt.nz/workplace-policies/workplace-change-process-outline/
5.	In some circumstances, it may appear objectionable or intrusive to you to have to watch and measure. However, to avoid (or win) a tribunal claim,
6.	Consider the possible impact of secondary issues, if any, such as application
7.	Do not assume your letter has to sound as though
8.	The fact that you have written a letter like this for the sake of compliance with your disciplinary procedure does not preclude the possibility of a personal

9.	In any question of disciplinary action, remember to consider the repercussions on other														
	When an employment relationship ends, an employee is entitled to receive final														
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	payment for sees sees sees sees sees sees sees se														
	• redundancy compensation, • • • • • • • • • • • • • • • • • • •														
	any other payments • • • • • • • • • • • • • • • • • • •														
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https://www.employment.govt.nz/ending-employment/redundancy/

https://www.govt.nz/browse/work/leaving-a-job/your-last-pay-when-youre-made-redundant/

### **End of notes**