

Redundancy confirmation: letter to employee

[On letterhead of the Company]

[Employee's address]

[Date]

Dear [Employee name]

Re: Your work for us

[illegible][illegible]

The ;

Government regulations

The Arts Council has reduced our grant; OR

as the case may be.

[illegible]

Your lesser experience;

.....

Explanatory notes:

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General notes:

- 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 ■■■■■■■■■■ , ■■■■■■■■■■ ■■■■■■■■■■ .
- Read the contract of the employee concerned. Make sure it does demand compliance with ■■■■■■■■■■ .
- Do not rush. If you are concerned at on-going damage, suspend the employee on full pay ■■■■■■■■■■ .
- 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/workplace-change-process-outline/>

- [illegible]

- [illegible]

- [illegible]

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

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