## **Redundancy confirmation letter**

[Print on Company Letterhead]

[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 [Company name] is now redundant. I therefore have no alternative than to terminate your employment with effect from four   [ 15th
As I know you are aware, the Company has undergone substantial change over the
Government regulations have restricted the way ■ ■ ■ ■ ■ ■ ■ ■ ■ ■
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;
• your poor health • • • • • • • • • • • • • • • • • • •
We have assessed where else we might employ you. We have   I S S S S S S S S S S S S S S S S S S

[Employee's address]

I would like to thank you for your hard
For the sake of good order, I enclose a copy of your contract of employment.
],
You have the right to appeal against the Company's decision to ••••••••••••••••••••••••••••••••••
Information about your rights under the Company = = = = = = = = = = = = = = = = = = =
The Company operates a scheme of assistance for re-deployment whereby you

Yours sincerely,

[Name]

For and on behalf of [Company name]

# Schedule: Calculation of statutory redundancy payment

How is the statutory redundancy pay calculated?
It is:
•
•
<b></b> ; <b></b> ;
•
Calculation of Statutory redundancy pay for [Employee's name]
]: £[===]
): [ = = = ] = = =
Statutory redundancy payment =

# **Explanatory notes:**

#### Redundancy confirmation letter

### **General notes:**

1.	In any case where redundancy 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 •••••••••••••••••••••••••••••••••••
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. Anything else is not redundancy. The job must
5.	If you are going to make 20 or more employees redundant within 90 days, you must consult the employees' trade union or other elected ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■
	If you make fewer than 20 employees redundant, you must still
6.	Under statutory discipline and grievance procedures, employers must set out the circumstances surrounding redundancy action, invite the employee to a meeting before any action is taken and advise them of their right to
7.	For businesses with at least 50 employees, the Information and Consultation of Employees (ICE) Regulations 2004 apply. These regulations give employees

https://www.gov.uk/informing-consulting-employees-law

8.	There are some reasons for dismissal which a tribunal will decide is automatically unfair. If an employee is dismissed for one of these reasons, the employee can still make a claim
	• family reasons: including parental leave, pregnancy, paternity leave ( = = = = = = = ), = = = = = = = = = = =
	<ul> <li>certain employee representative reasons;</li> </ul>
	<ul> <li>trade union membership grounds and union recognition</li> <li>part-time and fixed-term employees</li> </ul>
	• pay and working • • • : • • • • • • • • • • • • • • •
	You can find more details at <a href="https://www.acas.org.uk/index.aspx?articleid=4098">https://www.acas.org.uk/index.aspx?articleid=4098</a>
9.	We have provided the 'Calculation of Statutory redundancy payment procedure' (at the end of

https://www.gov.uk/redundant-your-rights

https://www.gov.uk/calculate-employee-redundancy-pay

### **End of notes**