

Redundancy confirmation letter

[Print on Company Letterhead]

[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 [Company name] is now redundant. I therefore have no alternative than to terminate your employment with effect from four [], [15th [20xx].

[illegible]

Government regulations have restricted the way ■ ■ ■ ■ ■ ■ ■ ■ ; ■ ■ ■ ■

The Arts Council has reduced our grant; OR

as the case may be.

[illegible]

- [illegible]

We have assessed where else we might employ you. We have [redacted], [redacted], [redacted].

How is the statutory redundancy pay calculated?

It is:

- ### Calculation of Statutory redundancy pay for [Employee's name]

■ ■ ■ ■ (■) : [■ ■ ■ ■]

Statutory redundancy payment =

$$[\square\square\square\square]\square\square\square\square\mathbb{E}[\square\square\square\square\square\square\square\square\square\square\square\square]\square\square\square\square[\square\square\square\square[\square\square\square\square]$$

Explanatory notes:

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General notes:

- [illegible]

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

