Redundancy dismissal letter

**Private and Confidential**

*[Insert name]*

*[Insert address]*

*[Insert date]*

Dear *[insert name]*,

**Re: Redundancy dismissal**

Further to our consultation meetings on *[insert dates of all consultation meetings]*, I am writing to advise you that the redundancy consultation process has now been concluded. As explained to you throughout the process, the reason for proposing *[delete as appropriate – redundancies/a redundancy]* is *[insert reasons]*.

All ways of avoiding the redundancy and all alternatives have been considered and, unfortunately, I am sorry to confirm that you have been selected for redundancy and your employment will be terminated.

*[Select from the paragraphs below and delete as appropriate]*

You are entitled to *[insert number]* weeks’ notice which will start on *[insert date]*. You are required to work your notice and your last day of employment will be *[insert date]*.

During your notice period, you have the right to take a reasonable amount of time off work to look for alternative employment, attend job interviews or arrange training. If you wish to take time off please speak to your manager to arrange this.

*[OR]*

Your employment will terminate on *[insert date]* and you will receive *[insert number]* weeks’ pay in lieu of notice.

As you have been with the company for over two years, you are entitled to receive £*[insert amount]* as redundancy pay calculated as below:

Statutory redundancy pay - £*[insert amount]* calculated as *[insert number]* weeks’ pay capped at £*[insert statutory cap]* per week

*[Optional]* Contractual redundancy pay - £*[insert amount]*

*[Optional]* Pay in lieu of notice - £*[insert amount]*

*[Optional]* Outstanding holiday pay - £*[insert amount]*

*[Optional]* Contractual bonus payments - £*[insert amount]*

Between now and your termination date, we will continue our efforts to seek suitable alternative employment for you within the Company.

You have the right to appeal against my decision and, should you wish to do so, you should write to *[insert name and job title]* within *[insert number]* days giving the full reasons as to why you are dissatisfied with my decision.

During your employment, we processed your personal data for the reasons set out in the employee privacy notice which was made available to you. After the termination of your employment, we will continue to process your personal data as per the retention periods in the privacy notice but the reason for processing will change. We will continue to process it for the purposes of *[insert reason]* in line with current data protection obligations*.*

On a personal note, I am sorry that your employment with us has ended. I would like to take this opportunity to thank you for your contribution to the Company and wish you well for the future.

Yours sincerely,

*[Insert name]*

*[Insert job title]*