

Dear Mr/Ms/etc

Further to our meeting of (date), where we discussed the various options available, I (regretfully) confirm that your employment with us is terminated with effect from (date)/with immediate effect.

This is due to your position having to be made redundant, and in no way reflects your performance in your job, which has been entirely satisfactory/excellent.

(Optionally, if applicable, outline or explain the organizational or trading circumstances which have led to the redundancy.)

As stated at our meeting (and agreed with whatever body is relevant) the terms of your redundancy are as follows:

- (Employer must clearly state all details of notice period and the redundancy settlement. Refer to the statutory norms, or procedures for notice and settlement, agreements with trade union(s), as applicable.)
- (Clearly state requirements regarding return of documentation, equipment, car, submission of final expenses claims, and any other leaving administration issues.)
- (Clearly state actual leaving date, requirement or otherwise to serve period of notice, holiday pay, and other pay and pension details.)

(Acknowledge the person's efforts and contribution. Offer to help with references. If applicable say that you would gladly re-employ the person should circumstances allow [which in many situations is the employer's legal obligation to do anyway]. Thank the person for their response to the situation and wish them all the best for the future.)

Yours, etc.