[Date]

[Name]

[Address]

Dear [Name],

The purpose of this letter is to confirm the outcome of a recent review by [Company] of it’s operational requirements, and what this means for you.

As discussed in our meeting on [Date], as a result of [Insert changes in operational requirements e.g. economic downturn, introduction of new technology requiring less staff, changes in order to grow the business further], the position of [Title] will no longer be required from [Date]. Your current role will therefore be redundant from that date. As previously mentioned, this decision is in no way a reflection of your performance but rather it is driven by the need to ensure that [Company] is suitably structured for the future.

We thought through whether there may be an opportunity to use your skills elsewhere in the company and unfortunately, we have been unable to identify any other suitable roles within [Company].

***Alternative wording***

[New role, unsuitable]:

We believe the current structure including the role of [Position] is no longer required based on current and projected needs for the business, and propose creating a new position to achieve this. This new position would require a greater/lesser level of accountability, knowledge, skills and qualifications than your current position and we do not believe this new role matches your skills profile. We have tried, unsuccessfully, to identify an alternative role for you elsewhere in the business.

[New role offered, declined]:

We believe the current structure including the role of [Position] is no longer required based on current and projected needs for the business, and propose creating a new position to achieve this. This new position of [Position] was offered to you and you have declined it. We have tried, unsuccessfully, to identify any other options for you within the business.

[Employees wishing to take a Redundancy package]:

Following our recent discussions regarding a review of roles and the new structure in [Company], I would like to confirm the following:

1. Your role of [Position] has been made redundant and there are no suitable opportunities for redeployment into another role within [Company].
2. Your Expression of Interest from employees wishing to take a Redundancy package.

Please see enclosed a Redundancy Statement which outlines your redundancy entitlements.

[If paying redundancy pay]:

In accordance with [Name of Award, Enterprise Agreement, NES, Employment Contract], you are entitled to be paid redundancy pay of [Amount]. This amount represents [Number of weeks] week’s pay which is based on you [Number of years of employment] years of service.

[If required to work the notice period]:

Based on your length of service, your notice period is [Number of weeks]. Therefore your employment will end on [Date of end of notice period].

[If paying in lieu of notice period]:

Your employment will end immediately. Based on your length of service, your notice period is [Number of weeks]. Instead of receiving that notice, you will be paid the sum of [Amount].

You will also be paid your accrued entitlements and any outstanding pay up to and including your last day of employment.

In addition, a Certificate of Service will be sent to you at your home address in the coming weeks. We will also provide you with a reference as agreed.

I recognise that this may be a difficult time for you and I am committed to providing you with support and assisting you in any way that I can.  Please see the following link in the event you require any support regarding this matter.

<https://www.beyondblue.org.au/get-support/resource>

Please contact me if you have any questions regarding this letter or the information it contains.

I would like to thank you for your contribution to [Company] and wish you the best for the future.

Yours sincerely

[Name]

[Position]

**Indicative Redundancy Benefit Statement**

Based on your length of service, your notice period is 2 weeks [if applicable: plus an additional week for over 45 years of age]. Based on your length of service you are entitled to a redundancy payment equal to [Number of weeks] weeks pay. You will also be paid your accrued annual leave entitlements and any outstanding pay, including superannuation, up to and including your last day of employment, less applicable taxation payments.

|  |  |
| --- | --- |
| Redundancy Payment | $ insert amount |
| Annual Leave accrued | $ insert amount |
| Superannuation | $ insert amount |
| Total | $ insert amount |