

[Date]

[Name]

[Address]

Dear [Name],

Further to our discussion, I am writing to inform you that following a structural review within [Company], it is expected that your current role of [Position] will no longer be required from [Date]. Therefore your role is at risk of being made redundant from that date. This decision is in no way a reflection on you or your performance within the business but rather it is driven by a need for us to ensure that [Company] is suitably structured for the future.

In coming to this decision we have tried, unsuccessfully, to identify an alternative role for you elsewhere in the business. We want to hear what you think about this decision and are open to your feedback and thoughts on what we are proposing to do, including any alternative suggestions you may have. No final decision has yet been taken.

*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]

We have thought through whether there may be an opportunity to use your skills elsewhere in the company. 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.

[Voluntary redundancy]

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 in taking redundancy from [Company].

I propose that we meet again on [Date] at [Time] to discuss any findings.

In the meantime an indicative Redundancy Benefit Statement has been enclosed with this letter to ensure that you are fully informed about what would be payable to you on retrenchment. Additionally, based on your length of service, your notice period is [Number of weeks].

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> / Company EAP details

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

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 |

*Note: The total payment is taxed at a more favourable rate.*