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Dear []

Following our [] regarding a review of roles within [] which resulted in your current role of [] being made redundant, I am writing to advise you that we have been unable to identify any other suitable roles within []. Therefore, as previously advised, you will be retrenched on [].

Please see enclosed a Redundancy Statement which outlines your redundancy entitlements. In addition, a Certificate of Service will be sent to you at your home address in the coming weeks.

I would like to thank you for your contribution to [] and wish you the best for the future. Please contact me if you have any questions regarding this information.

Yours sincerely,

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