

REDUNDANCY NOTICE LETTER

Employer: _____

Employee Name: _____

Notice of Redundancy:

We regret to inform you that your position is being made redundant due to operational requirements and business restructuring. This decision has been made after careful consideration of all alternatives.

Details of Redundancy:

Position/Job Title: _____

Reason for Redundancy: _____

Last Working Day: _____

Consultation and Support:

You have been consulted regarding this redundancy and have been given the opportunity to discuss alternatives. We will provide support including guidance on job seeking and any available assistance.

Redundancy Payments and Benefits:

You will receive all statutory redundancy payments and any contractual entitlements as per UK employment law. Details of these payments will be provided separately.

Return of Company Property:

Please arrange to return all company property including keys, equipment, documents and electronic devices before your last working day.

Appeal and Queries:

If you have any questions regarding this redundancy or wish to appeal the decision, please contact the HR department promptly.

Governing Law:

This notice and all related matters shall be governed by, and construed in accordance with, the laws of England and Wales.

Acknowledgement of Receipt:

Please sign below to acknowledge receipt of this redundancy notice.

EMPLOYER SIGNATURE

EMPLOYEE SIGNATURE

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