

## VOLUNTARY REDUNDANCY REQUEST LETTER TO EMPLOYER

Employee Name: \_\_\_\_\_

Employee ID / Number: \_\_\_\_\_

Job Title: \_\_\_\_\_

Department: \_\_\_\_\_

Employer Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_

### To Whom It May Concern,

I am writing to formally request voluntary redundancy from my position at the company. I understand the implications of this request and confirm that it is made voluntarily and without coercion. This request is made in line with the company's policies and applicable UK employment laws.

I have carefully considered the consequences of this decision and the effect it will have on my employment, and I believe that voluntary redundancy is the most appropriate course of action for me at this time. I am aware that acceptance of this request is subject to the company's approval and operational requirements.

I kindly request that you consider this letter as my formal application for voluntary redundancy. Please advise me of the next steps and any documentation I need to complete. I am willing to assist with the transition process and to comply with any reasonable notice period as per my contract or relevant statutory requirements.

I understand that if my request for voluntary redundancy is accepted, I may be entitled to a redundancy payment in accordance with UK employment law and company policies, subject to eligibility criteria. I also understand my rights to appeal or discuss any decisions relating to this request.

I appreciate your consideration of this request and look forward to your response.

**Yours sincerely,**

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

### Employer's Acknowledgment

I acknowledge receipt of this voluntary redundancy request and confirm that it has been logged for consideration by the company. The employer will communicate the outcome of this request in due course in accordance with applicable policies and statutory requirements.

Employer Representative Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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