APPENDIX 22C – EMPLOYERS’ HANDBOOK *(Remove comments in red and insert details for the individual in areas highlighted in grey.)*

**SAMPLE LETTER – PROVISIONAL SELECTION FOR REDUNDANCY**

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**STRICTLY PRIVATE & CONFIDENTIAL**

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PROVISIONAL SELECTION FOR REDUNDANCY**

Insert background and reasons for provisional selection for redundancy.

Unfortunately, this has resulted in your provisional selection for redundancy.

The Company will now enter a period of consultation with you to ensure that we have fairly applied the selection for redundancy process, and to look at any alternatives to making you redundant.

In the meantime, I am sure that you will want to take time to consider your options. *The following to be used only if applicable:* We will give you the time and opportunity to consider any suitable alternative opportunities both within the Company and externally, and to enable you to consider any points you wish to raise with the Company concerning your provisional redundancy. You will, of course, continue to receive your full pay and contractual benefits during this period.

I also attach a sheet setting out your entitlements on termination of your employment, in the event that your provisional redundancy is confirmed, and you are not offered, or you do not take up, an alternative position within the Company.

I propose to meet with you at \_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_when we can discuss further your views and comments in relation to the contents of this letter and, in particular, whether we can take the issue of looking for alternative employment for you in the Company any further. You have the right to be accompanied at this meeting by a colleague or a trade union representative.

Please do not hesitate to call me if you have any further questions about the contents of this letter.

Yours sincerely

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Optional (dependent on letter)***

**Calculation of Severance Payments**

 £

\*Redundancy payment – inclusive of any statutory redundancy entitlement \_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_week’s pay in lieu of notice \_\_\_\_\_\_\_\_\_

payment for pension during notice period \_\_\_\_\_\_\_\_\_

payment for car allowance during notice period \_\_\_\_\_\_\_\_\_

\*This payment assumes that the last day of service would be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In addition to the payments above you would also be entitled to payment for any holidays accrued but not taken.

The Compensation for your notice period will be subject to deductions for tax and national insurance contributions. We believe a redundancy payment of less than £30,000 is not taxable but you are advised to seek further guidance from HMRC for your specific circumstances.