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

**SAMPLE LETTER – CONFIRMATION OF REDUNDANCY**

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

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

**CONFIRMATION OF REDUNDANCY**

Following our meetings on dd/mm/yyyy and dd/mm/yyyy and due to the fact that we have been unable to identify a means of avoiding redundancy or to identify a suitable alternative role for you within the organisation, I regret to now inform you that your redundancy is confirmed.

Final details of the redundancy payment which will be available to you are included overleaf. This payment includes payment for x weeks’ notice. Your last day of work will therefore be dd/mm/yyyy.Can you please ensure that all equipment, keys etc are returned to (insert name) on or before that date to enable the final payment to be made.

You also have the right to appeal the decision in relation to your redundancy. The request for a review should be in writing and lodged with me within five working days of receipt of the written confirmation of the action. The written notice of appeal should state whether you are appealing against the finding and/or the process. This appeal will be held by a senior manager who has not been involved in the case to date.

The exercise of the right to appeal does not prevent any dismissal from being effective from its stated date. If it is subsequently decided to rescind any dismissal, any re-instatement would be made in accordance with the terms decided by the level of management hearing the appeal.

I would like to say that I very much regret that the current Company situation has necessitated your redundancy. On behalf of the Company, I would like to thank you for your loyalty and contribution to the Company in the past and to wish you the very best of luck for the future.

Yours sincerely

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

Enclose a letter with details of final payment including where applicable:

* Calculation of Severance Payments.
* Redundancy payment, inclusive of any statutory redundancy entitlement to pay in lieu of notice.
* Payment for pension during notice period.
* Payment for any holidays accrued but not taken.

e.g.

We confirm that your final payments are as follows:

**Calculation of Severance Payments**

|  |  |
| --- | --- |
| £ | |
| \*Redundancy payment (inclusive of any statutory redundancy entitlement @gross pay) |  |
| \_\_\_\_\_\_weeks’ pay in lieu of notice @ net pay |  |
| Payment for pension during notice period |  |
| Payment for car allowance during notice period |  |
| Payment for any holidays accrued but not taken |  |

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

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 will not be subject to deductions but you are advised to seek further guidance from HMRC for your specific circumstances.