Name

Address line 1

Address line 2

Country

Post Code

**[insert date]**

Dear [Insert name],

Following on from our previous conversations, as a result of [insert name] [date], the work undertaken in your role is no longer required. I must confirm that your role is redundant.

**Annual leave**

A pro-rata calculation in respect of accrued annual leave entitlement will be made and your final pay will be amended to ensure that you have received the correct amount for the current annual leave year. A deduction may be made if you have taken more leave than you are entitled to.

**Notice Pay**

**(Delete as appropriate)**

You are entitled to **( )** weeks’ notice which you are not required to work and for which you will receive a payment in lieu of notice. Your employment end date is **[insert date].**

**OR**

You are entitled to **( )** weeks’ notice which you are required to work. Your employment end date is **[insert date].**

**Redundancy entitlement**

As you have been working for me for **( )** years and **( )** months of continuous employment you [are/are not] (delete as appropriate) entitled to a statutory redundancy payment.

|  |
| --- |
| **How your statutory redundancy payment was calculated**Your statutory redundancy payment has been calculated in accordance with the Statutory Redundancy Scheme as set out in the Employment Rights Act 1996. Your total statutory redundancy payment will be **[£]**For each complete year of service, up to a maximum of 20 years, you are entitled to:**[select statement below that applies and delete others]*** **0.5 week's pay for each full year of service where your age was less than 22**
* **1 week's pay for each full year of service where your age was 22 or above, but less than 41**
* **1.5 weeks' pay for each full year of service where your age was 41 or above**

The current maximum gross weekly pay rate at the time of the statutory redundancy calculation is capped at £700.00Your number of full years of continuous employment is: **[insert here]**Your age at time of redundancy is: **[insert here]**Your eligible gross weekly pay is: **[insert here]**Based on the above details your entitlement is **[insert number of weeks]** |

Lastly, I would like to take this opportunity to let you know that I am very grateful for all your hard work during the time that you have worked for me. I wish you every success in the future and should you need me to provide a reference for you I am most happy to do so.

Yours sincerely,