Name

Address line 1

Address line 2

Country

Post Code

**(Insert Date)**

Dear **[name of PA],**

I am very sorry to give you formal notification that your employment as Personal Assistant has been made redundant.

Following the death of an employer, [insert name of employer], employees are not legally entitled to receive notice pay. [However, as a gesture of goodwill, and to thank you for all you have done, arrangements have been made for you to receive a goodwill payment equivalent to /notice pay detailed in your employment contract]**.** Your employment ended on **[enter date].**

**Annual leave**

Any annual leave you have accrued but have not taken at the end of your employment will be added to your final pay.

**Redundancy entitlement**

(Delete if not appropriate) As you have been working for **(insert name of employer)** 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:   * 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  Your 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 **[insert name of employer]**. 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,