Template 12 - Termination of Employment – Redundancy

<<Date>>

<<Employee Name>>

<<Address>>

Dear <<insert employee name>>,

As per our discussions, due to <<e.g. A RECENT DOWNTURN IN OUR BUSINESS>> we no longer require the position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Regrettably this means your employment will terminate.

This letter serves as your notice of termination. We have calculated the entitlements owing to you as follows:

outstanding wages (including superannuation): $\_\_\_\_\_\_\_\_\_\_\_

pro-rata long-service leave: $\_\_\_\_\_\_\_\_\_\_\_

accrued annual leave (permanent employees only): $\_\_\_\_\_\_\_\_\_\_

redundancy pay (permanent employees only): $\_\_\_\_\_\_\_\_\_

This amount will be paid to you on \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Please note, that your termination is not a reflection on your performance.

Should you have any questions in relation to the above, please do not hesitate to contact me.

We wish you all the best in your future endeavors.

Yours sincerely,

<<Name and signature of Senior Manager>>