## Template letter – Termination of employment by reason of redundancy

**Instructions/Thought list**

Apply to your company letterhead and customise for specific circumstances.

This letter confirms the termination of an employee’s employment and for reasons of redundancy. Advising the employee of their termination and the reasons for the termination should be undertaken in person wherever possible.

Prior to advising an employee of the termination of their employment for reasons of redundancy, an employer is likely required to consult with an employee pursuant to a relevant Award or Enterprise Agreement. Failure to do so, may result in the redundancy not being viewed as genuine. Any required consultation must be genuine and not perfunctory. Keep records of any consultation with the employee[s].

There may be different or no requirement to undertake consultation with an employee who is ***not*** employed under the terms of an Award and/or Enterprise Agreement. Check the contract of employment. However, and depending upon the specific circumstances, undertaking consultation with these employees may still be advisable.

Relevant terms of a Contract of Employment /Enterprise Agreement/applicable Award/Fair Work Act may affect the use and required detail of this letter. Please review any such instruments before utilising and customising this template.

If in doubt on any of these issues or to confirm any details relating to redundancy and required consultation, please seek advice from TRMC before undertaking any action.

*Employees name*

*Address 1  
Address 2  
Address 3*

*Date*

Dear [*insert employee name*],

**Termination of employment by reason of redundancy**

Further to our meeting with you on [*insert date when employee was advised of redundancy/termination*] this letter confirms the outcome of the company’s recent review of its [*operational requirements, other and additional issues?]* and what that means for you.

Specifically, and as a result of the proposed changes that were outlined to you during consultation, your position within the business will no longer be required. Regrettably, and given there are no suitable alternative positions or other genuine options available, your employment with the company will terminate. I emphasise that this outcome is not a reflection on your performance.

**Options**

[*Employee working through notice period*]

Based on your length of service, your applicable notice period is [*insert number]* weeks. You will be required to work through this notice period, and your last day of employment will accordingly be [*insert date*]. During the notice period we will allow you reasonable paid time to attend job interviews. Please make arrangements directly with me if you wish to access this leave.

**OR**

[*Employee paid out in lieu of working the notice period*]

Based on your length of service [*and age*], your applicable notice period is [*insert number*] weeks. The company will not require you to work through your notice period. This means your employment with us will end immediately. Instead of receiving that notice you will be provided with a payment in lieu based on your length of service with the company.

[*If employee is entitled to redundancy payment under Fair Work Act, Enterprise Agreement, company policy, or Contract*] Due to your employment ending as a result of redundancy, and based on your length of service, you will also receive a redundancy payment equivalent to [*insert number*] weeks’ pay.

You will also be paid your accrued statutory entitlements and any outstanding pay up to and including your last day of employment.

[*Additionally, consider detailing when the specific termination and redundancy related payments will be made pursuant to any relevant Award terms or other*]

Thank you for your contribution to our business during your time with us, and we wish you all the very best for the future. Please feel free to contact me if you have any questions regarding this matter.

Yours faithfully,

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

[*Managers name and signature*]