# Letter confirming employee has been selected for redundancy

An employer can adapt this template to inform an employee that they have been selected for redundancy and to give notice to terminate their employment.

[Find out more about following a fair redundancy process](https://www.acas.org.uk/redundancy) on the Acas website. Instructions or options to fill in this template are in [square brackets].

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

Dear [ ]

As discussed at our meeting earlier today, after applying the organisation’s redundancy selection criteria, I am very sorry to confirm that you have been selected for redundancy. [The selection criteria and your scores are attached to this letter]

Unfortunately, we have not been able to identify any suitable alternative work for you.

## Notice to end employment

You are entitled to [X] weeks’ notice to end your employment with [name of organisation], based on your [contract of employment/length of service].

[Note: use either A, B or C.]

A. We will require you to work your notice. During your notice period, you are entitled to take a reasonable amount of paid time off work to look for alternative employment and attend job interviews. Before taking any such time off, you should get your manager’s agreement. Your last day of employment will be [date].

B. Your employment will terminate on [date]. You will not be required to work your notice period and the organisation will make a payment in lieu (instead) of notice to you.

C. We do not currently require you to work for us during your notice period. However, you should remain available for work in case this changes. You are entitled to take a reasonable amount of paid time off work to look for alternative employment and attend job interviews. Before taking any such time off, you should get your manager’s agreement. Your last day of employment will be [date].

## Untaken 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.

## Entitlement to redundancy pay

[Note: use either A, B or C.]

A. Due to your length of service, you are not entitled to a statutory redundancy payment.

B. Due to your length of service, you are entitled to a statutory redundancy payment of £[X], which will be paid to you with your final pay instalment.

C. Under our redundancy policy, you are entitled to an enhanced redundancy payment of £[X]. This includes your statutory redundancy payment.]

## Right to appeal

If you believe you have been selected unfairly, you can appeal against the organisation's decision to select you for redundancy. You should do so in writing, setting out the reasons for your appeal, within [7] days from receipt of this letter to [insert name of appeal manager/HR]. You will then be invited to an appeal meeting so that the basis of your appeal can be discussed and considered.

If you have any further questions, please contact [me/your manager/insert contact name].

[I know this may be an upsetting and worrying time for you. I would encourage you to use the support services available including the Employee Assistance Programme from [name of provider] who can be contacted by [provide contact details].]

Please accept my best wishes for your future.

Yours sincerely

[name of employer]