# DOCUMENT DISCLAIMER

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# Any questions, please contact [Employer Direct](https://editor.wix.com/html/editor/web/renderer/edit/e905f164-ff55-407b-affb-9ef28220ab9b?metaSiteId=df285c09-5e48-4756-acd3-6a59bfb180e8&editorSessionId=3b3f5a1f-f8f0-452b-b3fc-9540d07a395d&referralInfo=dashboard)

{Date}

{Employee's full name}

By email: {Employee's email address}

Dear {Employee's first name}

**RE: Redundancy Confirmation**

We are writing to inform you that we have decided to proceed with the redundancy proposal outlined to you in our previous letter.

We have considered the feedback that we did receive and have concluded that the proposal that we made was the only realistic option for {Company name}.

Accordingly, we sadly now advise that your position as {job title} will now become redundant. We have considered possibilities of redeployment within {Company name}. We simply do not have any available. Therefore, you can take this as your notice of the termination of your employment.

Your notice period is {notice period} weeks. Therefore, {final date} will be your last day of employment with us. We will make your final pay and holiday pay in the first pay run after this date.

Please ensure that all company property is returned on or before {final date}.

{Person in charge of the restructure process} is available all day today and tomorrow to discuss ways {Company name} can assist you in finding new employment. {Company name} is also open to releasing staff from working out their notice period if this is of benefit to you.

Please note that {Company name} does not provide written references; however, please discuss with your manager whether they are willing to be a phone referee.

Yours sincerely,

{Your name}

{Your position}