# DOCUMENT DISCLAIMER

Product disclaimer

Employer Direct documents and guides cover the majority of employment situations; however, in the event of specific or complex situations they need to be used with great care. The documents we provide are provided to you for guidance purposes only. It is advised that additional guidance is sought from our team. We do not accept responsibility for incorrect usage by the user or failures in the process you use.

Employer Direct templates are designed, when used correctly, to provide lawful employment documents. No liability is assumed by Employer Direct, or an individual advisor, for losses suffered by any person or organisation.

We do not accept any responsibility for alterations to documentation made by you or your employees after the date when the documentation is first made available to you.

We reserve the right to change the information on our website and document library at any time without notice.

If you are unsure of any part of this document then you need to seek advice from our helpline to ensure you use this document correctly.

Copyright and limited reproduction notice

This document is the intellectual property of Employer Direct.

Nothing in this contract or use of our services grants you any rights in intellectual property which we own or license.

You may print, download to your hard drive or cloud storage device extracts from our website and document library only for your own business use contracted to Employer Direct, but only if you use the material in a manner consistent with their purpose and adhere to this disclaimer.

You may not distribute or copy any part of this document for any purpose other than your own internal business use.

# 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: Confirmation of Consultation Outcome (Redundancy)**

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}