[Company name]  
[Company address]  
[Company email]  
[Company telephone number]

[Date]

Dear [name of employee],

I am writing to confirm, as discussed at our meeting yesterday, that you have regretfully been selected for redundancy due to [insert reason for redundancies within the company].

In our meeting, we discussed alternative employment options, but unfortunately none were suitable, and we have determined that you are not eligible for the company redeployment scheme.

You are required to work [number] weeks’ notice to end your employment with [name of company], based on your [contract of employment/length of service]. Therefore, your last day of employment will be [date].

You are required to work your notice, but during this time, you are entitled to take a reasonable amount of paid time off work to look for alternative employment and attend job interviews.

Any annual leave you have accrued but have not taken at the end of your employment will be added to your final pay. In addition to this, due to your length of service, you are entitled to a statutory redundancy payment of [amount], which will be paid to you with your final pay instalment.

If you believe you have been unfairly selected for redundancy, you can appeal against the company’s decision. You should do so in writing, setting out the reasons for your appeal, within 7 days from receipt of this letter.

We understand that this may be an upsetting and worrying time for you, so we’ve arranged an exit interview on [date]. If you have any questions about redundancy procedures in the meantime, or need any clarification, please don’t hesitate to get in touch.

Please accept our best wishes for your future.

Yours sincerely,

[Name of employer]