[insert date]

**Private and Confidential**

[Employee Name]

[Employee Address]

Dear [insert first name]

**Notification of redundancy**

Further to our discussions today, this letter is to notify you of changes in the operational requirements of the business which have been necessary as a result of [insert operational reasons].

We unfortunately anticipate that the likely effect of this change upon you will be that your position of [insert] has become redundant.

We wish to consult with you about these changes and consider any measures that you may suggest to avert or mitigate the effects of this situation on you. To that end, we invite you to meet with us again on [date and time] to put forward any information that you would like us to consider in relation to the above. Similarly, if any further redeployment opportunities are identified, we will advise you of these and will discuss them further with you at this meeting.

Unfortunately, if we are unable to redeploy you to an alternate role, we expect that your employment will come to an end on [insert date]. Should that situation eventuate, you will of course be provided with full notice of termination [insert whether paid in lieu or whether they will need to work up until an end date] along with any accrued but unpaid annual leave entitlements.

[OPTIONAL: We have attached an estimate of your entitlements in this regard (please note that this is an estimate only and that final calculations will only be made if and when termination of your employment occurs).]

In the meantime, should you have any questions please do not hesitate to call me on [number] or alternatively to speak with [name] on [number].

[OPTIONAL FOR OPERATORS WITH EAP – I also note that our EAP program is available to you if that would assist by calling [insert number]].

Yours sincerely

[insert]