**SAMPLE NOTICE LETTER OF REDUNDANY (NOT COLLECTIVE REDUNDANCY) – COVID19 RELATED**

**<insert name>**

**<insert address>**

**<insert address>**

**<insert date>**

Dear **<INSERT NAME>**

Following our information and consultation process and my **<CALL / MEETING>** with you on **<INSERT DATE>,** please take this letter as formal notice of your redundancy.

In line with your contact of employment, you are entitled to **<INSERT AMOUNT>** weeks notice. **<STATE WHETHER THEY WILL BE WORKING THE NOTICE PERIOD OR IF THE CO. IS PAYING IN LIEU>.** Therefore, your last working day with the company will be on **<INSERT DATE>.** All final monies, including your redundancy entitlement as set out in Appendix 1 **<ATTACH DETAILS OF STAT (ON LINE REDUNDNCY CALCULATOR PRINT OFF / EX GRATIA PACKAGE DETAIL / INLCUDE DETAIL ON SEVERANCE AGREEMENT IF APPLICABLE – EMPLOYEE SHOULD BE GIVEN SEVERANCE AGREEMENT IN ADVANCE AND GIVEN TIME TO GET INDEPDENT LEGAL ADVICE>.** This payment will be made to you on **<INSERT DATE – THIS SHOULD BE PAID OUT ON LAST WORKING DAY>.**

We understand that this can be a very challenging time and we have made the following supports available to you **<INSERT DETAIL ON LEGAL / PENSION / FIANCIAL ADVICE / OUTPLACEMENT SERVICES, CV, INTERVIEW PREP AND EAP>**

In line with company policy, you have the right to appeal the decision of your selection for redundancy to **<INSERT NAME>,** by sending your grounds of appeal in writing to **<INSERT EMAIL ADDRESS>** by **<INSERT DATE>.** Please note, your date of dismissal remains as communicated unless the decision is overturned on appeal.

I would like to take this opportunity to thank you personally for your hard work over the years and for your loyalty and dedication. If you have any questions relating to your redundancy, please don’t hesitate to contact me.

Yours Sincerely,