



Redundancy termination letter

Description: This is a precedent letter informing an employee that his or her position has become redundant.

Authors: Joe Catanzariti
Partner, Clayton Utz

Michael Byrnes
Special Counsel, Clayton Utz

A collection of authoritative precedents from your most trusted source is available on <http://www.lexisnexus.com/store/precedents>.

This precedent is also available via subscription to the LexisNexis product the [Australian Encyclopaedia of Forms and Precedents](#).

This document is provided to you pursuant to our Terms & Conditions available on the LexisNexis website. You agree to use the document and its contents in accordance with those terms for the limited purpose of research, giving professional advice to clients, assistance in drafting of agreements, submissions, reports and other like documents in the ordinary course of your business. You agree not to distribute, display, on-sell or transmit this document for any purpose except as permitted above.

The document is prepared by the author and is not intended to and does not constitute legal advice whatsoever. Neither LexisNexis nor the author warrants that this document is fit for any specific purpose or is free of any, errors, omissions or defects. You should satisfy yourself that it is appropriate for your own intended use. Neither LexisNexis nor the author accept any liability, loss or damages resulting from or connected with the use of the document.

Redundancy

[This is a sample only. Extreme care should be taken when using this letter for redundancy. An appropriate letter should be capable of objective difficulties are cited, then these difficulties should be supported by objective financial and accounting information. If the company is a member of industrial awards/agreements require employees to making redundancy decisions. The Fair Work Act requires employers to terminate 15 or more employees for redundancy give notice to Centrelink.]

[Date]

[Insert name]

[Insert address]

Dear [employee's first name],

Termination on the grounds of redundancy

As you may be aware, the Company has been experiencing significant difficulties. Over the past [year] [sales/revenue/income/profit]. This has resulted in the Company's operations and its sustainability being impacted.

The Company has considered its options and has decided that your position of [insert position] is redundant effective on [insert date].

In accordance with your contract of employment, the Company (notice): "is hereby providing you with [insert notice period] which will take effect on [insert date] as [insert notice period] notice if this is permissible under the award/agreement. A payment in lieu of notice of [insert months] will be made to you."

In addition to your notice entitlements, you will be entitled to (less applicable taxation) in accordance with the award/agreement.

You will also be paid the following:

- your accrued statutory leave entitlement
- your accrued and unpaid income to the date of termination

These amounts will be subject to taxation. The Company will pay the amounts will be paid into your bank account. The Company will also be paid into your superannuation fund.

The Company wishes you all the best in your future endeavours.

Yours faithfully,

[insert]

LexisNexis Sample