

[Print on Company Letterhead - Insert Address]

<<Name>>
<<Title>>
<<Company Name>>
<<Company Address>>
<<Company Address>>
<<Postcode>>

<<Date>>

Dear <<Insert Title & Name>>

I am writing in respect of my/our letter of <<insert date>> advising you of the termination of your employment by reason of redundancy. As from <<insert date>>, you are currently working your notice period and your employment will continue until <<insert date>>.

Since notice of termination of employment has been given, I am pleased to inform you that there has been a change of circumstances. <<insert details of change of circumstances>>, it is no longer necessary for you to continue in your current role, I would like you to agree to the Company withdrawal of your employment by reason of redundancy. If you agree to this, you would continue in employment with the same terms and conditions of employment and will not be dismissed by reason of redundancy. Your continuity of service will be preserved.

As the Company can now offer to you an alternative position, I would like you to agree to the Company withdrawal of your employment by reason of redundancy. If you agree to this, you would continue in employment with the same terms and conditions of employment and will not be dismissed by reason of redundancy. Your continuity of service will be preserved.

Please sign, date and return the enclosed letter to me by <<insert date>> to indicate your agreement to the withdrawal of your employment by reason of redundancy. If, however, you are not willing to agree to the withdrawal of your employment by reason of redundancy, please send me your detailed reasons in writing by <<insert date>>. I will be aware that, if you unreasonably refuse an offer by the Company, you may lose your right to statutory redundancy pay.

Please speak to me if you have any queries or need further information regarding the withdrawal of your employment by reason of redundancy.

Yours sincerely,

<<Name & Title>>

For and on behalf of <<Company Name>>