## [Print on Co

ert Address]

<<Name>>

<<Title>>

<<Company Name>>

<<Company Address>>

<<Company Address>>

<<Postcode>>

<<Date>>

Dear << Insert Title and Name>>,

R

Following our recent meetings redundancy, I am now writing to co

The following terms will apply:

- 1. The date of the termination
- [You will work [all of] OR notice period. Your notice per
- [You will be paid for <<Spelieu of your working out that the amount payable will be £
- In respect of your accrue outstanding <<Insert Number</li>
  date] OR [be paid in lieu of on termination] OR [take 
  you prior to your termination
  Number>> days' annual leaver
- 5. [You will be entitled to [a bo
- You will receive redundand Company's policy on volunta financial settlement available redundancy].
- 7. [<<Insert Job Title E.g. the entitlements that you have u

The above payments will be corpossession to <<Insert Job Title E Date of Termination>>] [and upon

СУ

f your application for voluntary ermination of your employment.

e <<Insert Date>>.

ber of Weeks/Months of>>] your of Weeks/Months>>.]

Nonths>> of your notice period in d, which in your case means that

entitlement, you will [take your ue to you prior to your termination ert Number>> days' annual leave outstanding annual leave due to in lieu of the remaining << Insert

£<<Insert Amount>>.]

bunt>> which is in line with [the earlier letter to you regarding the lunteered and were accepted for

write to you in respect of the sion scheme.]

ng all company property in your nor before [<<Insert Date E.g. the ment agreement].

1

greement

Please read, sign and return one for your voluntary redundancy [an

If you have any queries, please d me.

Yours sincerely,

<<Name and Title>>

For and on behalf of << Company

S

reement setting out the full terms by <<Insert Date>>.

o <<Insert Name and Position>> or

A

P

greement