

[Print on one side of the paper or insert Address]

<<Employee's Name>>  
<<Address>>  
<<Address>>  
<<Post Code>>

<<Date>>

Dear << >>

I am writing in reference to our letter of <<insert date>> offering you an alternative role of <<state>>, following the trial period. As you are aware, the trial period ends on <<insert date>>.

Unfortunately, we have agreed that <<state job title>> is not suitable for <<state>> and so your employment in that post.

As there are no other alternative posts available, your employment will terminate by reason of redundancy on <<insert date>> and benefits will terminate as of that date.

You are also entitled to a statutory redundancy payment. The date of the redundancy for the purposes of calculating your statutory redundancy payment is the date on which your original job ended, which is <<insert date>>.

I am sorry that your employment has ended and thank you for your hard work.

If you have any questions, please contact <<insert name and contact details>> as soon as possible.

Yours sincerely

<<Name & Title>>

For and on behalf of <<Company Name>>

## Trial Period

You are offered a four-week trial period in the alternative role of <<state>>, following the trial period. As you are aware, the trial period ends on <<insert date>>.

If you have been successful and the post of <<state job title>> is not suitable for <<state>> and so your employment in that post, continue your employment in <<state>>.

Your employment will terminate by reason of redundancy on <<insert date>> and benefits will terminate as of that date.

You are also entitled to a statutory redundancy payment. The date of the redundancy for the purposes of calculating your statutory redundancy payment is the date on which your original job ended, which is <<insert date>>.

I am sorry that your employment has ended and thank you for your hard work.

If you have any questions, please contact <<insert name and contact details>> as soon as possible.