

Redundancy Notice Form

This **printable redundancy notice form** sample template provides a clear and professional format to notify employees about redundancy decisions. It ensures all necessary information is communicated effectively and complies with employment regulations. Easily customizable, it helps streamline the redundancy process for HR departments.

Employee Name:

Employee Position/Title:

Department:

Employee ID (if applicable):

Redundancy Details

Date of Notice:

Effective Date of Redundancy:

Reason for Redundancy:

Summary of Consultation Process:

Redundancy Pay & Benefits Information:

Notice Period Details:

Support Offered (e.g. Outplacement, Counseling):

Contact for Further Information

HR Contact Name:

HR Contact Email/Phone:

Manager's Signature: _____

Date:

HR Representative Signature: _____

Date: