

Redundancy Notice Form

Purpose: This **redundancy notice form** sample is designed to clearly communicate voluntary redundancy options to employees. It outlines the necessary information and steps for individuals considering voluntary redundancy. Using this template ensures a professional and transparent process.

Employee Details

Full Name

Employee ID / Number

Department

Position

Redundancy Details

Date of Notice

Are you opting for voluntary redundancy?

-- Select --

Proposed Last Working Day

Reason for Voluntary Redundancy (optional)

Redundancy Package

Please refer to the attached document for details regarding your redundancy package, including payment, benefits, and support available. Contact the HR department for any queries.

☐ I acknowledge that I have read and understood the redundancy package details.

Employee Declaration

I confirm that I am voluntarily applying for redundancy and have not been coerced into this decision. I understand the implications and terms provided.

Employee Signature

Date

For HR/Management Use Only

HR/Manager Signature

Date

Note: Please return this completed form to the Human Resources department.