

Redundancy Notice Form

This **redundancy notice form** sample provides a clear and professional template for notifying employees about termination due to redundancy. It ensures compliance with legal requirements while maintaining transparency and respect. Use this form to communicate essential details effectively during the redundancy process.

Employee Details

Employee Name:

Employee ID:

Position/Job Title:

Department:

Notice Details

Date of Notice:

Effective Termination Date:

Reason for Redundancy:

This position is being made redundant due to [insert brief explanation, e.g., organizational restructuring, economic downturn, etc.].

Additional Information

Final Entitlements & Support Offered:

The following entitlements will apply: [e.g., notice period, severance pay, unused leave]. Support and assistance [e.g., outplacement services,

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Employer Details

Employer Representative:

Signature:

Date:

Submit