

Redundancy Notice Form: Fixed-Term Contract

This **redundancy notice form sample** is designed specifically for fixed-term contracts, ensuring clear communication of termination due to redundancy. It provides a structured format to detail reasons, dates, and employee rights. Using this form helps maintain compliance and transparency during the redundancy process.

Employer Name:

Employee Name:

Job Title:

Contract Start Date:

Contract End Date:

Notice Date:

Intended Termination Date:

Reason for Redundancy:

E.g., Restructuring of the business, end of funding, etc.

Summary of Employee Rights:

- Right to a consultation on the redundancy.
- Right to be considered for alternative employment, if available.
- Right to statutory redundancy pay (if eligible) and to receive notice as per contract or statutory entitlement.
- The right to appeal this decision (outline process below if applicable).

Further Information / Appeal Process:

Provide details of who to contact or how to appeal if applicable.

Employer Signature:

Name and title

Date:

