

# UK Statutory Redundancy Notice Form Sample

The **UK statutory redundancy notice form sample** provides a clear template for employers to inform employees about their redundancy in compliance with legal requirements. This form ensures all necessary details, such as notice period and reason for redundancy, are communicated effectively. Using this sample helps both parties understand their rights and obligations during the redundancy process.

## Redundancy Notice

**To:** [Employee Name]

**Employee Number (if applicable):** [Employee Number]

**Job Title:** [Job Title]

**Department:** [Department]

**Date:** [Date]

**1. Reason for Redundancy:**

E.g. Restructuring, Economic downturn, Closure of department

**2. Effective Date of Redundancy:**

**3. Notice Period:**

E.g. 4 weeks

**4. Last Working Day:**

**5. Statutory Redundancy Payment Details:**

Amount & calculation method

**6. Support Offered (if any):**

E.g. Outplacement, Counselling, Career advice

**7. Additional Notes:**

Please contact **[HR Contact Name]** at **[Contact Details]** if you have any questions about this notice or your rights during the redundancy process.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Employer Representative