

Australian Redundancy Notice Form

Date: [Insert Date]

To: [Employee Name]

[Employee Address]

Dear [Employee Name],

Notice of Redundancy

We regret to inform you that your position as [Job Title] with [Company Name] will be made redundant, effective from [Last Working Day, e.g., 30 June 2024]. This decision is due to [reason, e.g., organisational restructuring, lack of available work, etc.].

Notice Period

Your employment will cease following a notice period of [number of weeks], in accordance with the National Employment Standards (NES) and your employment contract. Your final day of employment will be [Last Working Day].

Entitlements

Upon termination, you will be entitled to receive:

- Redundancy pay as per the Fair Work Act 2009
- Payment of accrued annual leave and long service leave (if applicable)
- Outstanding wages up to your final day of work
- Other entitlements as outlined in your employment agreement

Support

If you have any questions or require support during this transition, please contact [HR Contact Name and Details].

We thank you for your service and commitment to [Company Name] and wish you the best for your future endeavours.

Sincerely,

[Manager Name]

[Manager Position]

[Company Name]

[Contact Details]

Note: This is a sample format for an Australian Redundancy Notice and should be tailored to specific circumstances and legal advice where appropriate.